

**For Campus Use Only**

Date Received _____
Time Received _____
Grade Attending _____
Date Enrolled _____
School Code _____

APPLICATION FOR NON-RESIDENT TRANSFERS 2023-2024

___ **Renewal Transfer:** Currently enrolled at SMSD, Application submissions begins March 22, 2023. Deadline date is April 10, 2023. Notification for acceptance/denial is May 8, 2023.

___ **Spartan Transfer***: Applies to students whose parent/guardian are employees of SMSD or City of Stafford employees who do not reside in the SMSD attendance zone. Application submissions begins March 22, 2023. Deadline date is April 10, 2023. Notification for acceptance/denial is May 8, 2023.

___ **STEM Magnet Transfer:** Applies to students who have been accepted into the STEM Magnet Program who do not reside in the SMSD attendance zone.

___ **Early College and Career High School Program:** Applies to students who have been accepted into the Early College and Career High School Program who do not reside in the SMSD attendance zone.

___ **Sibling Transfer:** Applies to students who are siblings to a magnet student who have been accepted into the STEM Magnet Program who do not reside in SMSD attendance zone. Siblings must meet minimum criteria such as satisfactory attendance, satisfactory discipline, passing grades and provide results of standardized testing. Application submissions begins March 22, 2023. Deadline date is April 10, 2023. Notification for acceptance/denial is May 8, 2023.

___ **Space Availability Transfer**:** Applies to students who do not reside in the SMSD attendance zone who meet minimum criteria such as satisfactory attendance, satisfactory discipline, passing grades and provide results of standardized testing. Limited spaces are available under this category and grade level space must be available. Application submissions begins March 22, 2023. Deadline date is April 10, 2023. Notification for acceptance/denial is June 2, 2023.

Campus: ☐ Early Childhood Center (PK3-K) ☐ Middle ☐ STEM Magnet Academy
☐ Elementary (1st-5th) ☐ High ☐ College & Career Center

Student _____

Last

First

Middle

Date of Birth: _____

Gender: ☐ Male

☐ Female

Student's current grade level for 2022-2023: _____

Name of school last attended: _____

Name of district in which you reside: _____

Name of school student would attend at present address: _____

Parent/Guardian Name: _____

Last

First

Middle

Is parent/guardian an SMSD Employee: ____ yes ____ no If yes, what position? _____
Street Address: _____
City, State, Zip Code: _____
Home #: _____ Cell #: _____ Work # _____

*SMSD and City of Stafford employees will be required to pay tuition for students who are in the Pre-K program who do not meet the criteria (i.e. must qualify for free/reduced lunch; as English limited proficient, active military parent, homeless, etc.)

**Formerly known as a LOE

Please check the appropriate statements:

☐ My child was enrolled or attended a disciplinary alternative education program (DAEP during the current or previous school year)

☐ My child received the following services:

- | | |
|--|--|
| <input type="checkbox"/> Gifted / Talented Program | <input type="checkbox"/> Special Education (Please check all that apply) |
| <input type="checkbox"/> Title I Instruction | <input type="checkbox"/> Speech Therapy |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Inclusion or Regular education |
| <input type="checkbox"/> Section 504 Placement | <input type="checkbox"/> Content Mastery |
| <input type="checkbox"/> Dyslexia Program | <input type="checkbox"/> Resource Room |
| <input type="checkbox"/> Bilingual or ESL | <input type="checkbox"/> Self-Contained Classroom |
| <input type="checkbox"/> Pre-Kindergarten | <input type="checkbox"/> Occupational Therapy |
| | <input type="checkbox"/> Physical Therapy |
| <input type="checkbox"/> Other _____ | |

☐ My child received none of the services described above.

RECORDS RECEIVED MUST MATCH SERVICES INDICATED BY PARENT. FALSIFICATION OR OMISSION OF DOCUMENTS COULD RESULT IN DENIAL OR REVOCATION OF TRANSFER APPLICATION.

Completed applications must be submitted to the appropriate SMSD school along with a copy of:

- Current proof of residence (Deed of Trust; Lease Agreement; Electricity bill; Water bill or Gas bill).
- Current and previous years report card
- Attendance record
- Conduct/Discipline Records
- Results of Standardized Testing

Completed applications will be processed on a first-come, first-served basis; subject to approval based on available space and staff capacity. Each application and accompanying documentation will be reviewed independently without regard to other siblings that may also request enrollment. Additionally, student portfolios and/or letters of recommendation will be reviewed, if submitted.

**APPLICATIONS WITHOUT REQUIRED DOCUMENTS ARE CONSIDERED INCOMPLETE AND
WILL NOT BE PROCESSED.**

Please contact the appropriate campus to submit your completed application, if you have any questions or if you need assistance in completing the application:

Campus	Gr. Level	Contact	Phone Number	Email
Early Childhood Center	PK3 – K	Lilibeth Duran	281-208-6103	lduran@staffordmsd.org
Elementary School	1-5	Patrice Citizen	281-208-6101	patrice.citizen@staffordmsd.org
Middle School	6-8	Nathalie Beltran	281-261-9264	nbeltran@staffordmsd.org
STEM Magnet Academy	3-10	Schelitia Dixon	281-261-9288	schelitia.dixon@staffordmsd.org
High School / College & Career Center	9-12	Tamika Derouen-Sykes	281-261-9204	tderouen@staffordmsd.org

SMSD NON-RESIDENT ENROLLMENT

Non-residents may apply to enroll their children without a tuition charge (grades K-12), according to the following stipulations:

- 1) Annually, the Superintendent may review the Non-Resident Student Transfer Process.
- 2) Applications for Non-Resident Student Transfer are approved annually.
- 3) The District shall approve the Non-Resident Student Transfer based on available space, staff capacity, student conduct records, and student attendance history.
- 4) All Renewal Transfers, Spartan Transfers, STEM Magnet Transfers, Early College & Career High School Program, Sibling Transfers, and Space Availability Transfer applications must be submitted to the appropriate SMSD campus.

The Superintendent has the authority to accept or reject any transfer request, provided that such action is without regard to race, religion, color, sex, disability, or national origin. A parent may appeal the denial of a transfer application or non-renewal of a transfer in accordance with school board policy FNG (local).

NON-RENEWAL

The Superintendent or Superintendent's designee has the authority to non-renew any transfers as provided in the transfer agreement. Students who transfer into the District shall follow all rules and regulations of the District; including, but not limited to:

- 1) District Policies and Regulations
- 2) Student Code of Conduct
- 3) Attendance and Discipline Requirements

Please initial the following:

____ I understand that, if approved, the transfer request is granted for the 2023-2024 school year unless revoked due to discipline or attendance violations as outlined in the Local Innovation Plan (see district website: www.staffordmsd.org).

____ I understand that falsification or omission of information is a violation of state law and can lead to legal action.

____ I have read a copy of the policy concerning student transfers and the UIL eligibility requirements for competition, available online at www.staffordmsd.org and at each campus.

____ I understand that no transportation will be provided. Parent must transport to and from school.

____ It is the parent/guardian's responsibility to contact the school to complete the registration packet within 10 days of receiving the approval of the transfer.

____ I understand that each year I must apply to be a non-resident student transfer. There's no automatic renewal. If I don't reapply within the application period, I will be withdrawn and must return to my home school.

Parent/Guardian Signature

Date

Campus Principal Signature

Date

☐ APPROVED

☐ DENIED

Superintendent (designee) Signature

Date

☐ APPROVED

☐ DENIED