

FY 2019-2020

Authority for Data Collection: Texas Education Code 21.061; Civil Action 5281, Section A

Planned Use of Data: To complete the report required by Federal Court Order Civil Action 5281

Instructions: This form must be used for all student transfers, within the State of Texas, including hardship. The Superintendent of the receiving district must circle approved or disapproved and sign the transfer form. For further information, contact the Division of Equal Education Opportunity at (512) 463-9671.

<u>Student's Name / Social Security #</u>	<u>Birthdate</u>	<u>Race</u>	<u>Student Lives In District / Campus</u>	<u>Student Attended Prior Year District / Campus</u>	<u>19/20 Grade Level</u>

Parent(s) Name: _____ Phone # _____

Address _____ City _____ Zip _____

This section must be completed by the receiving campus principal:

The above transfer(s) was approved on this _____ day of _____ 20_____.
disapproved

Signature: _____

This section must be completed by the receiving district superintendent: Exemption Code: _____

Assigned Campus: _____

The above transfer(s) was approved on this _____ day of _____ 20_____.
disapproved

Signature: _____

Form ACC-041A should be completed according to the column instruction listed below. This form should be completed in duplicate by the receiving district office. For audit purposes, one copy should be retained by the receiving district office and one copy should be mailed to and retained by the sending district office. Use the *Texas School Directory* for county-district and campus numbers.

Column Instructions

Student's Name

Enter the student's name.

Race

Enter the appropriate ethnic code using the following designations:

- (1) = American Indian or Alaskan Native
- (2) = Asian or Pacific Islander
- (3) = Black, not Hispanic
- (4) = Hispanic
- (5) = White, not Hispanic

Attendance Data (Current Year)

Enter the current county-district number and the campus number for the student (current district of residence).

County-District Number (Prior Year)

Enter the county-district number for the student (prior school year).

Grade

Enter the grade to which the student will be assigned for the regular academic programs or special education programs during the next school year.

Campus Number (Receiving District)

Enter the campus number to which the student will be assigned in the receiving district during the next school year.

Exemption/Hardship Code:

Transfer students are not required to have an exemption. However, if a student qualifies for any of the following exemptions/hardships, indicate by entering the corresponding letter. Enter the letter J for students who do not qualify for any of these exemptions. In the case of a violation of Court Order 5281, the district may be requested to furnish documentation of these exemptions.

- A. Student taking academic courses not offered in the district of residence.
- B. Graduating senior who has attended the receiving district for at least the two previous years.
- C. Student with two working parents, or whose sole parent works (in a single-parent home), and no child care facility is located in the sending district. Only children less than ten years of age will be considered as needing child care unless it can be demonstrated that a child suffers a handicap which renders him or her incapable of self-care.
- D. Student whose health or safety is involved. Documentation from a Medical Doctor delineating specific medical reasons must be obtained and on file.
- E. Student whose parent/guardian is employed by the receiving district and currently contributes to the Texas Teacher Retirement System.
- F. Student whose home is more than 20 miles closer to the receiving school than the school of residence.
- G. Student transferring to a regional day school for the deaf. (C.A. 5281)
- H. Special education student from district where the special education class for which the student is qualified is unavailable and such class is available in the receiving district. Student has been properly screened according to Agency guidelines by the receiving district. (C.A. 5281)
- I. Student residing in a district which does not offer the grade level of that student and which has a contractual transfer agreement with the receiving district. (TEC 21.082)
- J. Student does not qualify for any of the preceding exemptions/hardships.