

Conditions and Information for Out-of-District Transfers

The Harmony Independent School District Board of Trustees has established by policy that it will accept transfer students from outside this district. Transfer applications for the upcoming school year must be received no later than the April 30 preceding the upcoming school year. All requests to transfer are subject to the following conditions:

- 1) A non-resident student requesting a transfer into Harmony ISD shall file an application for transfer annually with the superintendent's office no later than the April 30 preceding the school year.
- 2) Transfers shall be granted for one regular school year at a time. (One regular school year is defined as August – June)
- 3) Acceptance of transfer students shall not be allowed to create overcrowded conditions at a school or grade level within the District.
- 4) In approving transfers, the superintendent or designee shall also consider the student's grades, disciplinary history and attendance records.
- 5) The transfer student shall be required to follow all rules and regulations of the District, including those for student conduct and attendance. Any violation of the District's rules and regulations may result in revocation of the transfer.
- 6) Timely payment of an annually specified tuition must be made.

To be considered for transfer for the upcoming school year, parents or guardians must submit the following items in person or by mail to the Administration Office of Harmony ISD, 9788 State Hwy 154 West, Big Sandy, TX 75755 no later than 4:00 pm April 30.

- Completed application (one per student)
- One half of total tuition - cash, money order, or check (unless money order is specifically requested)
- Copy of parent/legal guardian's current driver's license (unless on file with admin office)
- Copy of transcripts or report cards for last 12 months
- Copy of attendance record for past 12 months
- Copy of Staar/EOC test results for past 12 months or results from most recent year tested
- Copy of discipline record for past 12 months (or letter from the current school administrator on school district letterhead stating that there have been no discipline problems in the last 12 months)

- You may attach any additional documents you feel helpful regarding your child's transfer application.

Tuition Charge and Payment

- One half of the total tuition must be received by the superintendent's secretary, with the transfer application, no later than 4:00 pm April 30.
- Notification of transfer acceptance or denial will be mailed no later than June 15. A full refund of the initial payment will be given if your original application is denied.
- After you have received notification of acceptance, the tuition balance or remaining half must be received by the superintendent's secretary no later than August 1.
- All checks must be made payable to Harmony ISD and include your driver's license number.

<u>Total Tuition</u>	<u>Due with Application</u>	<u>Due by August 1</u>
\$300 for 1 student	\$150.00	\$150.00
\$500 for 2 students	\$250.00	\$250.00
\$600 for 3 or more students in same household	\$300.00	\$300.00

Parents should consider carefully all circumstances before paying the required tuition. *Changed circumstances or preferences after the fact will not be sufficient reason to warrant a refund of tuition.* **All tuition paid will be considered non-refundable after May 31.**

Revocation of Transfer:

Harmony ISD may revoke the transfer at any time for any of the following reasons and will not refund transfer tuition paid for a student whose transfer has been revoked for such reasons.

- Failure to pay tuition
- Student having excessive absences
- Student's repeated violations of the Harmony ISD Student Code of Conduct or a single violation punishable by placement in the Alternative Education Program.