



# GPISD Student Transfer Guidelines

## 2024-2025

1. Transfer applications must be initiated by a parent/legal guardian.
2. A completed application and required supporting documents are to be submitted to the District Student Admissions Department. Applications must be completed with required documentation during the designated enrollment period. Incomplete or late applications will not be accepted.
3. If approved, the parent must provide proof of residency and complete the Returning Student Verification process for renewals. New students to GPISD must complete the New Student Enrollment process and provide all required documents.
4. Acceptable attendance, 96.5 percent or higher, is required during the term of application and the school year prior to application. A copy of the student's attendance record for previous school year is required for new applicants.
5. A transfer will be revoked/denied if the student has displayed behavior that resulted in the following disciplinary actions during the term of application and the school year prior to application.
  - Persistent misbehavior (three or more discipline referrals)
  - Excessive tardiness (10 or more)
  - In-school or out-of-school suspensions
  - Placement to an alternative education placement center
  - Expulsion from school
  - Delinquent conduct where he/she is placed on probation, placed under the supervision of a court or probation officer, or any other conditional release from the court
  - Felony/Criminal conviction

A copy of the student's disciplinary record for the previous school year is required for new applicants.

6. Galena Park ISD will not provide transportation to and from school for transfer students.
7. A student may not transfer for the purpose of participation in extracurricular activities.
8. A signed Student Transfer Agreement is required annually. Violations of the terms of the GPISD Transfer Agreement or Transfer Guidelines may result in the transfer being revoked or transfer request being denied for the following school year.

In addition to the reasons outlined in the Student Transfer Guidelines, a student's transfer may be denied or revoked due to one or more of the following reasons:

- Student becomes a disruption to school operation and/or a detriment to the learning of other students;
- Student has a record of unsatisfactory academics, excessive absences, late arrivals, late pick-ups, and/or disciplinary infractions at transfer campus;
- Student displays serious or persistent misconduct or for any offense mandating a DAEP or JJAEP placement;
- Lack of parental cooperation;
- Falsification of residency, transfer, or enrollment documents;
- Grade level, instructional program and/or campus enrollment exceeds capacity; and/or
- Any other disruptions by the student or parent that interfere with the school's daily operations;
- Other relevant reasons determined by the building principal.

Parents will be notified with the approval or denial of the transfer request. If you are not satisfied with the decision regarding a transfer request, a Student Transfer Appeal may be submitted to the Student Admissions Department. Appeals must be submitted within 5 (five) working days of the initial denial. All appeals will be reviewed by the District Student Transfer Committee. **Appeal decisions are FINAL and can't be appealed.**