



**GADSDEN INDEPENDENT SCHOOL DISTRICT
OUT-OF-DISTRICT TRANSFER REQUEST
(Non-GISD students)**

INSTRUCTIONS: Parent/guardian is to complete Part I of this form for each child requesting an Out-of-District transfer. Copies of this form will be distributed after final disposition of the request. Reference Policy JFB - Open Enrollment Transfers are granted based on the following conditions: 1. transportation must be provided by parents/guardians; 2. the student attend school regularly; 3. the student abide by the rules and regulations of the school and the district.

Part I –OUT-OF-DISTRICT TRANSFER REQUEST (Please Print) ☐ Elementary ☐ Middle ☐ High

School Year _____

Student _____ ID Number _____

Last First MI

Birth Date ____/____/____ Gender ☐ M ☐ F Grade in School ____ as of September (year) _____

Current District _____ Requested School _____ Beginning Date ____/____/____

Parent/Guardian _____ Relationship to Student _____

Mailing Address _____ Home Phone ____/____/____ Work Phone ____/____/____

Cell Phone ____/____/____

City State Zip Code

Physical Address _____

Street City State Zip Code

Is child enrolled in Special Program ☐ Yes ☐ No Specify _____

(Special Programs: Special Ed. Title I, Bilingual, etc.)

Reason for Request: _____

Parent 's/Guardian's Signature

Date

It is agreed that if the student mentioned above does not comply with the stated conditions, this transfer may be revoked and the student returned to his/her originating school.

Part II – APPROVAL Superintendent/Designee of the non GISD district

For School Use Only

To be completed by superintendent/designee of the non-GISD district

Approved: ☐ Yes ☐ No

Superintendent/Designee Signature

Title

Date

Part III – GISD Approval

For School Use Only

To be completed by GISD Principal or Designee

Sufficient resources and facilities are available to accommodate this request ☐ Yes ☐ No

_____/_____/____

Signature – Principal/Designee

Date

Part IV – Final GISD Approval

For District Use Only

☐ Approved ☐ Denied ☐ Placed on Waiting List

If denied state reason _____

Superintendent/Designee Signature

Date Parent Notified

Notified by

APPEALS: Must be made in writing (please state reason and any additional information) within 15 days of the date of this decision to Gadsden Independent School District's Superintendent's Office, 4950 McNutt Rd. Sunland Park, NM 88063

Distribution: Receiving School, Parent/Guardian

Process for Completing Out-Of-District (Non-GISD Students) Transfer Requests

Before accepting students who live in neighboring school districts, the following procedures should be applied.

1. The parent/guardian should complete Part I of the Out-Of-District Transfer Request Form, reason for request must be included.
2. The parent/guardian should sign Part I indicating understanding of GISD expectations.
3. The parent/guardian should obtain the signature of the superintendent/designee of the student's home district (Non-GISD District) in part II.
4. The parent/guardian should obtain the signature of the principal of the school the student is requesting a transfer to in Part III. The principal's signature indicates the school has adequate resources/space in the program/grade to accommodate the transfer request. The principal will forward the transfer request to the superintendent for final approval.
5. The superintendent will make the final decision on the approval of a transfer request.
6. Parent/guardian will receive a written response from the office of the superintendent regarding the approval of the transfer request. A copy of the final Out-of-District Request may serve as the written response.

Guidelines for Approval of Transfers:

- Transfers are approved on the availability of staff, space and facilities.
- Transportation is not provided by Gadsden Independent School District.
- Students are INELIGIBLE for New Mexico Activities Association sanctioned activities until final eligibility is determined. For questions regarding eligibility, contact the Athletics Department 882-6922.
- Students are expected to arrive on time and must be picked up in a timely manner.
- Students whose transfers are approved must follow guidelines in accordance with GISD Policy JFB and Regulation JFB-R.
- Students who do not comply with district policies and regulations may have their transfer revoked.