

**River Road ISD**  
**Central Administration Office**  
**9500 US 287 North**  
**Amarillo, TX 79108**  
**(806)381-7800 FAX (806)381-1357**

*Richard Kelley, Superintendent*

*Andy Nies, Assistant Superintendent*

Dear Parent or Guardian,

You have requested that your child/children be able to attend River Road Schools for the 2019-2020 school year. The following items of information are needed in order to determine if the District will be able to grant your request. These items should be submitted to the principal of the campus you want your child/children to attend.

A request for transfer will not be considered if any item is incomplete. All records will be verified. Please provide the following documents:

- **A Letter of Request for a Transfer:** The letter must include the names and grades for all students you want to transfer, the name of the school district where you reside, the name of the last school attended, the reason you are requesting the transfer(s) and must be signed by a legal guardian.
- **A copy of the student's last report card.**
- **A copy of the student's current or last year's attendance records.**
- **A copy of the student's current or last year's discipline files.**
- **Completed application for Inter-District Transfer.**
- **Signed River Road Independent School District Inter-District Transfer Agreement.**

Your cooperation is appreciated. If you have any questions concerning any of the required documents, feel free to call the campus principals at:

Willow Vista Early Childhood Academy (Headstart, Pre-K, Kind)	806-383-8820
Rolling Hills Elementary School (1-5)	806-383-8621
River Road Middle School (6,7 & 8)	806-383-8721
River Road High School (9-12)	806-383-8867

Sincerely,

  
Richard Kelley  
Superintendent



## NOTICE

### **IMPORTANT INFORMATION PERTAINING TO POTENTIAL STUDENT TRANSFERS**

*River Road Independent School District does not discriminate on the basis of race, color, religion, gender or disability in providing education services, activities, and programs, in accordance with Title VI of the Civil Right Act of 1964, as amended, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act.*

1. Each River Road ISD campus administrator will verify all grades, attendance and disciplinary records and the Superintendent will have the discretion to accept or reject a transfer.
2. All transfer paperwork must be submitted to each campus principal's office with all requested information completed. Incomplete paperwork will be returned and could cause your transfer request to not be considered.
3. River Road ISD is not required to provide transportation for transfer students.
4. The student(s) chosen for valedictorian and/or salutatorian must be enrolled at River Road High School for four consecutive semesters prior to graduation. (Board Policy EIC (LOCAL)).
5. Former transfer students will be given priority with all transfers on a first applied first accepted basis.
6. In approving transfer requests, the Superintendent or his designee shall consider availability of space and instructional staff, as well as the student's disciplinary history, grades, and attendance records.
7. All students transferring to RRISD must comply with board policy, academic and/or athletic UIL regulations, and mandates pertaining to participation in extracurricular events. Contact your school principal or Athletic Director for details.
8. Acceptance or rejection of a student transfer shall not be made with regard to race, religion, color, sex, disability, national origin or ancestral language.

**Application for Inter-District Transfer\***

**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 approve or disapprove and sign the transfer form. For further information, contact the Division of Equal Education Opportunity at 512-463-9671.

STUDENT(S) NAME			SOCIAL SECURITY NO.	DOB	ETHNICITY	MALE/ FEMALE	DISTRICT NO. (DISTRICT AND SCHOOL NAME WHERE YOU RESIDE)	PRIOR SCHOOL (SCHOOL ATTENDED LAST SCHOOL YEAR)	GRADE FOR UP-COMING SCHOOL YEAR
LAST	FIRST	MI							

***This section must be completed by parent or guardian***

Name: \_\_\_\_\_  
Parent/Guardian Name - Please Print

Street Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

I acknowledge I have been informed of the River Road ISD Policies regarding Inter-District Transfers. I attest that the information stated on the form is true and correct. I assume the responsibility to notify the school if there is a change in residential address or phone number.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This section must be completed by the District***

PRINCIPAL OF SCHOOL: _____ The above transfer(s) was/were: approved _____ denied _____ on this _____ day of _____, 2019 Signature: _____	SUPERINTENDENT-RICHARD KELLEY The above transfer(s) was/were: approved _____ denied _____ on this _____ day of _____, 2019 Signature: _____
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One copy should be retained at both districts for audit purposes.

*\*Please submit completed form to campus principal.*

**DO NOT MAIL TO THE TEXAS EDUCATION AGENCY**

## RIVER ROAD INDEPENDENT SCHOOL DISTRICT INTER-DISTRICT TRANSFER AGREEMENT

This Transfer Agreement establishes the terms and conditions for the named student to attend a River Road Independent School District school as an inter-district transfer student for the 2019-2020 school year.

The student's parent or other person having lawful control of the student, requests that the student be permitted to attend River Road ISD, and agrees to the following terms and conditions for that transfer:

1. This transfer is effective for the 2019-2020 school year only. District approval of this transfer creates no right or expectation that the student will be admitted as a transfer for any subsequent school year.
2. This transfer is approved for the named student only. District approval of this transfer creates no right or expectation that another student from the same family will be admitted as a transfer.
3. The student must maintain acceptable attendance and must comply with District rules and regulations, including the Student Code of Conduct, throughout the entire school year. Failure to do so may affect a transfer request for subsequent years. Acceptable levels are defined as:
  - a. Attendance that does not place the student at risk of losing credit under Education Code §25.092 or require the District to warn the parent or the student of truancy proceedings under Education Code §25.095;
  - b. Compliance with the District's rules and regulations, including the Student Code of Conduct, such that no offenses result in removal to a disciplinary alternative education program or expulsion, and no more than 3 referrals are made within any grading period for other misconduct.
4. The District will charge tuition in the amount of \$ \_\_\_\_\_ per year. Tuition must be paid in \_\_\_\_\_ equal amounts by the \_\_\_\_ day of each month. If tuition is not received by the date due, the District may revoke the Transfer Agreement. If this Transfer Agreement is revoked for nonpayment of tuition, revocation will be effective immediately.
5. The parent of the student will be responsible for transportation to and from the District school to which the student is assigned. The District does not provide transportation for transfer students.
6. The student and parent acknowledge that eligibility of transfer students for participation in any UIL activity, or other activities governed by UIL rules and regulations, will be determined in accordance with UIL rules and regulations.
7. Except as modified by this transfer agreement, the student will be subject to all policies, regulations, rights, privileges, and responsibilities of enrollment in the District as if he or she resided in the District.
8. Parent's signature below constitutes consent by the Parent for District officials to obtain and review, for the purpose of the application for transfer, copies of the student's records maintained by any school district, charter school, or private school the student has attended.
9. The District does not grant out-of-district transfer requests for any of the following reasons: (1) To avoid disciplinary actions in another district; (2) During an expulsion term of the student; or (3) To participate in UIL varsity athletic or academic extracurricular activities.

As a parent or person standing in the position of legal responsibility for the child named in this request, I acknowledge that I can access a copy of River Road ISD Board Policies FDA (LEGAL) and FDA (LOCAL) at <http://pol.tasb.org/Home/Index/1005>. The information provided in the Application for Inter-District Transfer is true and correct to the best of my knowledge. I understand that if any information provided regarding such Application is found to be incorrect, the Application may be denied.

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Parent/Guardian Name (Please Print)

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Parent/Guardian Signature

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Date

