



# ABBOTT INDEPENDENT SCHOOL DISTRICT

**"A quitter never wins and a winner never quits."**

**Eric Pustojovsky, Superintendent**  
**Channa Pustojovsky, Counselor**

**Jon Coker, Principal**  
**Terry Crawford, Athletic Director**



January 31, 2025

The following information is provided for persons who plan to submit requests for student transfers into Abbott ISD: Policy FDA (LOCAL)

The Principal is authorized to accept or reject any transfer request, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.

A resident student who becomes a nonresident during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.

A nonresident student wishing to transfer into the district shall file an application for transfer each school year with the Principal or designee. Transfers shall be granted for one regular school year at a time.

In approving transfers, the Principal or designee shall consider availability for space and instructional staff, the student's disciplinary history, performance on state assessments, grades, and attendance records.

A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the district, including those for student conduct and attendance, and the violation of the district's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation will be set in accordance with the transfer agreement.

**Abbott Independent School District may revoke transfers at any time.** Any appeals shall be made in accordance with FNG (LOCAL) and GF (LOCAL), as appropriate.

**Transfer requests for the 2025-2026 school year, signed by the proper party, are to be returned to the main office no later than March 13, 2025.** In order for a request to be considered, the following requirements must be met:

1. The transfer request form must be returned, signed as stated above, including the student's name(s) and the home address only.
2. A signed agreement to abide by the terms thereof.
3. A signed statement relative to participation in U.I.L. activities related to the transfer.

The list of approved transfers will be submitted to the Texas Education Agency for review to determine whether the transfers would be in violation of Court Order 5281.

Sincerely,

Jon Coker  
Principal

## **INSTRUCTIONS FOR COMPLETING**

### **Application for Transfer Form**

Application for Transfer Form (front side) should be completed according to the column instructions 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 country-district and campus numbers.

### **Column Instructions**

#### **Students Name**

Enter the students name.

#### **Ethnic Code**

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 of the student (current district of residence). You may call your child's current school for this information.

#### **Country-District Number (Prior Year)**

Enter the country-district number for the student (prior school year). Please call your child's prior school for this information.

#### **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. AISD's # is 109901-001

**TEXAS EDUCATION AGENCY**  
Division of Equal Education Opportunity  
**Application for Transfer**  
**2025-2026**

**Abbott I.S.D**  
**109901**

Authority for Data Collection: Texas Education Code 21.061: Civil Action 5251, 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. Column instructions are included with this packet. The Principal 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.

Student's Name	Ethnic Code	Current Attendance Data Student's Residence		District Student Attended Prior Year		Grade	Campus Assigned in Receiving Dist.
		Co. Dist. No.	Campus No.	Co. Dist. No.			Campus No.

This section must be completed by parent or guardian:

I have been informed of the receiving district's policy concerning tuition charges, if any, for a transferred student whose grade is taught in the student's district of residence, and I accept responsibility for the payment of tuition, if any.

Signed \_\_\_\_\_

Parent/Guardian's signature

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone # \_\_\_\_\_

This section must be completed by the receiving Principal:

The above transfer(s) was approved/disapproved on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Receiving Principal: Jon Coker	Date	Telephone	Signature
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One copy should be retained at both districts for audit purposes.  
Do not mail to the Texas Education Agency.

## PROBATIONARY TRANSFER FOR ABBOTT ISD

All new transfers are first granted probationary transfer status.

Probationary status allows a student to attend Abbott ISD for a six- week period. At the end of the six weeks, the transfer students will be evaluated to see if they can receive full transfer status. A student must not have more than 3 detentions, any ISS, or more than 10% absence during the probationary term. If the student meets this criteria, they will receive full transfer status.

Any student who has not met the criteria will have their transfer reviewed by the Principal and will be subject to having their transfer revoked. Any student whose transfer is revoked will be withdrawn from Abbott ISD and must enroll in their home district.

Students who are on full transfer status must continue to meet the qualifications of that transfer. Any student who, in a six- week period, has more than 3 detentions, any ISS or more than 10% absences will be put on probationary transfer status for the remainder of the school year. The student's transfer will then be reviewed as all the other probationary transfers.

The principal has sole authority to revoke or grant transfers. A transfer may be revoked at any time if a situation arises in which the superintendent feels that continuing to grant the transfer will be detrimental to Abbott students and staff, including severe discipline or attendance problems.

This form must be signed, by both student and parent /guardian, and returned immediately.

**By signing below, I am acknowledging that I understand, and will adhere to, the terms for probationary transfer into Abbott ISD.**

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Student Signature

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Date

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Parent/Guardian Signature

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Date

**ABBOTT SCHOOL**  
**P.O. BOX 226 ABBOTT, TEXAS 76621**  
**254.582.3011**

**Student:** \_\_\_\_\_

**School Year:** 2025-2026

**TRANSFER AGREEMENT**

1. If the transfer request, for the student named above, should be approved, we agree to adhere to the rules, regulations, and policies of the school. We understand the violations of the policies, rules and regulations of the school may result in revocation of the transfer at any time during the school year.
2. This is to certify that the student named above did not transfer into the Abbott Independent School District for the specific purpose of participation in UIL academic contest.
3. Student is transferring to attend a higher-performed school with available space **if their assigned school is a Public Education Grant (PEG) School**. Please go to [www.tea.state.tx.us](http://www.tea.state.tx.us) and click A-Z index and search for Public Education Grant or google [www.tea.state.tx.us](http://www.tea.state.tx.us) for a list of Peg Schools.

**Please circle one of the following if the student is coming from a PEG School: YES OR NO**

In light of growing class sizes, the Abbott ISD Leadership Team and the Site Based Decision Making Committee reviewed its current transfer policy and added information to the policy.

The following has been added to the policy:

In the event that the district will need to revoke transfers due to large class sizes, the following criteria will be used to determine who will be revoked first:

- Issues with attendance, discipline, and grades.
- Siblings in the district.
- Last in, first out.
- Parental participation in school related activities.
- Alumni status of parents.
- Parent is employed by Abbott ISD

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Student (Grades 3-12)

Note: Parent/Guardian must sign this agreement for all students under the age of 18 years. Students in grades 3-12 must sign also.

# ABBOTT ISD

## New Student Transfer Application

Please print. Answer all questions and complete all items. Do not leave any items blank. If a question does not apply to you, please write "N/A."

### SECTION 1: STUDENT INFORMATION

DATE OF APPLICATION  APPLYING FOR SCHOOL YEAR  GRADE APPLYING

Have you Abbott ISD before?

☐ YES ☐ NO

If "Yes", when?

Reason for Leaving?

LAST NAME

FIRST NAME

MIDDLE NAME

Address

City

State

Zip

Phone Number

Social Security Number

Date of Birth

With whom does the student reside?

As a Transfer Student, why do you want to leave your current school?

As a Transfer Student, why do you want to attend Abbott ISD?

## SECTION II: SCHOOL INFORMATION

List your previous schools, beginning with the most recent/current.

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Name of school

Address

City  State  Zip Code

Date First Attended  Date Last Attended

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Name of school

Address

City  State  Zip Code

Date First Attended  Date Last Attended

---

Name of school

Address

City  State  Zip Code

Date First Attended  Date Last Attended

---

Name of school

Address

City  State  Zip Code

Date First Attended  Date Last Attended

---

Name of school

Address

City  State  Zip Code

Date First Attended  Date Last Attended

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### SECTION III: PARENT/GUARDIAN INFORMATION

The information below is being provided by: ☐ Parents

☐ Guardian

Relationship to Applicant

**Please complete ALL of the information below.**

FATHER		MOTHER	
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
City	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	State	<input type="text"/>
Zip Code	<input type="text"/>	Zip Code	<input type="text"/>
Home Phone	<input type="text"/>	Home Phone	<input type="text"/>
Cell Phone	<input type="text"/>	Cell Phone	<input type="text"/>
Work Phone	<input type="text"/>	Work Phone	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Job Title	<input type="text"/>	Job Title	<input type="text"/>
Employer	<input type="text"/>	Employer	<input type="text"/>



**THE INFORMATION SUBMITTED ON THIS APPLICATION IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AT THE TIME OF THIS APPLICATION. I HAVE NOT KNOWINGLY SUBMITTED ANY FALSE OR MISLEADING INFORMATION. I UNDERSTAND THAT IF IT IS DETERMINED THAT THE INFORMATION SUBMITTED IS FALSE OR MISLEADING, ADMISSION TO ABBOTT ISD MAY BE DENIED OR REVOKED.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Applications will be reviewed after they are complete and submitted to the Central Office with all required items. If not complete, the packet may be denied. A complete packet consists of the following:

1. This completed application form.
2. Complete TEA application and transfer form.
3. Signed transfer agreement page (make sure PEG school information is completed).
4. Signed acknowledgement of probationary transfer guidelines.
5. Transcripts or report cards of most recent school (if you attended the previous school for less than one full semester, then submit report cards or transcripts from the last two schools).
6. Attendance verification from most recent school (if you attended the previous school for less than one full semester, then submit attendance verification from the last two schools).
7. All discipline records from most recent school (if attendance the previous school for less than one semester, then submit records from the last two schools).
8. Verification of state test scores for the last 3 years. (grades 3-12 only).