



Out of District Transfer Process

Out of District Transfer- School Employee

1. New district employees must contact the district PEIMS Coordinator to complete a district Application for Out of District Transfer- Employee Form.
2. PEIMS Coordinator will send the form to the Superintendent for approval.
3. By April of each year the PEIMS Coordinator will send the pre-filled application to the employee to renew the transfer.

Out of District Transfer- Non-School Employee

1. Current transfers will receive notification by the end of March of the availability of the application from the PEIMS Coordinator.
2. Families should visit the Sweeny ISD website and select Registration and Out of District Transfers visit the District administration office to receive a paper application from the PEIMS Coordinator.
3. Families must complete the application including all requested attachments.
4. The PEIMS Coordinator will process the application and submit it to the Out of District Transfer Review Committee.
5. Transfer requests must be submitted during the transfer window beginning April 1st through May 29th. Request approval or disapproval for the upcoming school year will be communicated to families by the 3rd week in June. Requests made after May 29th and prior to June 30th will be considered during the last week in July with notification of approval or disapproval by the 1st week in August.
6. Once approved the family must visit the campus to complete registration.

Out of District Transfer Review Committee

1. The members of the committee will consist of all campus principals.
2. The committee will meet during the first week in June and last week in July.
3. The committee will evaluate each application according to the Out of District Transfer Checklist
4. The committee will consider each student on their own merit.
5. The decision of the Out of District Transfer Review Committee is final. The Superintendent has discretion to consider transfer requests when submitted outside of the application window due to extenuating circumstances.

- ★ Note: Returning students from the prior school year that have been enrolled in the district for two or more consecutive years will receive special consideration for the a) STAAR/EOC "Meets Expectations" criteria, and b) 80 or above in core subjects (70 or above in advanced/honors classes).