



## UNION GROVE ISD 2026-2027 TRANSFER APPLICATION

The Union Grove ISD is now accepting Applications for Transfer for the 2026-2027 school year. All transfer students shall be subject to review by the administration in reference to established School Board Policy FDA(LOCAL). **The Board has adopted regulations for the administration to review all applications with strict adherence to the policy - especially in areas of attendance, discipline and grades - whether it is a returning transfer or a new request. STUDENTS FAILING A COURSE AT THE END OF THE 2026 SCHOOL YEAR WILL NOT BE APPROVED FOR TRANSFER unless they meet the approved exception guidelines.** Periodic reviews during the school year will be conducted by the principals to determine that students continue to meet the criteria. The Board reserves the right to accept or reject any transfer application, or *to revoke any transfer who fails to meet Board criteria at any time during the school year.*

1. **APPLICATION FOR TRANSFER:** All transfer students must complete the "APPLICATION FOR TRANSFER" and return it to the superintendent's office by **JUNE 25, 2026**. **APPLICATIONS FOR TRANSFER WILL BE REFUSED IF SUBMITTED AFTER JUNE 25, 2026.** Notification of approval/denial on student requests for transfer will be mailed the middle of July 2026; **except Kindergarten students – This will be pending UGISD student registration in August.**
2. **TRANSFER FEE:** The Board has set the transfer fee for 2026-2027 as follows:

**\*\* \$500.00 per family (Subject to change each year)**

**THIS IS THE ONLY NOTICE YOU WILL RECEIVE REGARDING THE TUITION FEE, SO PLEASE KEEP THIS LETTER FOR FUTURE REFERENCE. FEES ARE DUE BY AUGUST 12th, 2026. STUDENTS WILL NOT BE ELIGIBLE TO REMAIN IN ATTENDANCE IF THE TUITION IS NOT PAID BY THIS DATE. YOU MAY PAY THE FULL TUITION FOR THE YEAR BY AUGUST 12<sup>th</sup> or, ONE-HALF BY AUGUST 12, 2026, AND ONE-HALF BY JANUARY 22, 2027. NO PAY-OUTS WILL BE ALLOWED.**

*\*\*The tuition **WILL NOT** be refunded for students who do not finish the semester, or move into the district.*

2. **REQUEST FOR RECORDS:** Students requesting transfer **for the first time** must complete the "REQUEST FOR RECORDS" form and take it to the school the student(s) last attended. **Please wait until the end of the current school year to request these records;** these must be for the current school year. Copies of these records must be sent to the campus principal by July 9, 2026, to determine if the student meets the criteria for transfer.
4. **NEW STUDENTS** meeting the requirements and approved for transfer who are entering **KINDERGARTEN** through third grade will be admitted **pending verification of UGISD's student enrollment and class size in the first week of school or before if possible.** You will be notified if the district can/cannot accept the student(s) at that time.

**Please note: Students who owe fines and/or charges from the previous year(s) will not be approved until all charges are paid.** If you have any questions, please call Terri Woodfin in the superintendent's office at (903) 845-5509.

Sincerely,

Brian Gray  
Interim Superintendent of Schools



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### Transfer Administrative Regulations for 2026-2027

- I. Strict adherence to Policy FDA(LOCAL), especially in areas of attendance, (Three tardies = 1 absence), grades and discipline.
- II. Payment shall be made in full by August 12, 2026; or one-half by August 12, and one-half by January 22, 2027. No pay-outs will be accepted.
- III. All transfers will be reviewed throughout the year for continued acceptance. All transfers will be reviewed periodically throughout the school year to determine if they continue to meet the criteria for transfer.
- IV. Students failing a course at the end of the school year will not be approved for transfer for the following school year (with exceptions as listed below).
- V. Transfers not current in tuition payment will be revoked.

#### **ELIGIBLE:**

- I. Failed just one subject - must meet the following also:
  - A. Less than 10 absences;
  - B. Minimal discipline problems; no DAEP assignment; and
  - C. Prompt payment of tuition fee for previous year(s).
- II. No failures - must meet the following also:
  - A. 15 or less absences;
  - B. Minimal discipline problems; no DAEP assignment; and
  - D. Prompt payment of tuition fee for previous year(s).

#### **INELIGIBLE:**

- I. Failed one class with more than 10 absences, had discipline problems, or, did not meet prompt payment requirement
- II. Failed two subjects
- III. More than 15 absences for the year
- IV. Preponderance of discipline problems (minor or major); or one trip to DAEP
- V. Has not been up to date on payment of transfer fees in prior year(s)
- VI. Lack of support for school or school programs



## UNION GROVE ISD 2026-2027 TRANSFER APPLICATION

Student's Name	2026-2027 School District of Residency	Prior Year School Student Attended 2025-2026 Year	Grade 2026-2027	
				Approved Disapprove Pending

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

I have been informed of the Union Grove ISD policy concerning tuition charges for transfer student(s) whose grade is taught in the student's district of residence, and I accept responsibility for the payment of tuition. I have received a copy of the District's Administrative Regulations regarding transfer students on eligibility for transfer and reasons for revoking a transfer student.

*I hereby agree to abide by these regulations as set forth.*

Signed: \_\_\_\_\_  
Parent's/Guardian's Signature

Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Physical Address if different from above: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Superintendent  903-845-5509	Date	Signature
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# **UNION GROVE ISD 2026-2027 TRANSFER APPLICATION**

**REQUEST FOR RECORDS**  
*(for review only of transfer application)*

**Records for grades K-6 should be mailed/faxed to:  
PHONE:903-845-3481                    FAX: 903-845-6270**

**Mrs. Stephaney Wallace, Principal  
Email: wallaces@ugisd.org**

**Records for grades 7-12 should be mailed/faxed to:  
PHONE: 903-845-5506                    FAX: 903-845-3003**

**Attn: Mr. Landon Trent, Principal  
Email: trentl@ugisd.org**

**Student's name:** \_\_\_\_\_

## Current Grade Level:

**Parent/Guardian Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Phone Number:

**School student last attended:**

**School Address:** \_\_\_\_\_

Phone:

**Contact Person:** \_\_\_\_\_

RECORDS REQUESTED:  STAAR Testing Results

Latest achievement test results (if available)

## ✓ Attendance record

Discipline record

Transcript or copy of student permanent grade record or Report Card

Copies of the above records/information must be returned to the Union Grove campus principal for your child's grade level before your request for transfer can be considered.

I, THE UNDERSIGNED PARENT/GUARDIAN OF THE ABOVE STUDENT, DO  
HEREBY GIVE MY PERMISSION FOR THE RELEASE OF COPIES OF RECORDS  
FOR MY CHILD/WARD TO THE UNION GROVE ISD FOR REVIEW ONLY.

**PARENT/GUARDIAN SIGNATURE**