

SGISD Currently has openings in the following grades.

PK4 (District Reserves the right to impose tuition cost)

Kinder  
5<sup>TH</sup> Grade  
6<sup>th</sup> Grade  
9<sup>th</sup> Grade

Applications for all other grades can be submitted but will not be addressed unless an opening in the specific grade is available.

Please check your email SPAM folder for email from [recruitment@sgisd.net](mailto:recruitment@sgisd.net). It is our goal to send out acknowledgement emails for grades with openings within a week of receiving Application Packets at each individual school. Please be aware that it may take 2-3 days for your application to be processed.

For Incomplete Applications, an email will be placed to parent/guardian for missing documentation. Please make sure to check your spam for emails from [recruitment@sgisd.net](mailto:recruitment@sgisd.net) Applicant will not be cleared for review until all paperwork is compiled.

A reliable email is required for application to be processed. Please check your email 2-3 days after you turn in your application for acknowledgement or any additional information that is needed.

**Applications are due on March 4, 2022**

## Document Check List

The following documents must be submitted with application for application to be considered complete. Any missing documentation will result in your application not being processed.

- |  |                       |                    |
|--|-----------------------|--------------------|
| <input type="checkbox"/> Complete Application Form (in person or online)                 | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Recommendations (if applicable)                                 | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Birth Certificate* (copy only)                                  | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Attendance Records (2020-2021 & Fall 2021)                      | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Proof of Residency (current utility bill with physical address) | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Proof of employment (with King Ranch or SGISD)                  | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Proof of all extracurricular activities                         | <u>Parent Initial</u> | <u>Received by</u> |
| (Printed pictures, copies of certificates, copies of ribbons etc)                        | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Social Security Card* (copy only)                               | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Report Cards (2020-2021 & Fall 2021)                            | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Immunization Records* (copy only)                               | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Test Scores (2018-2019, 2020-2021)                              | <u>Parent Initial</u> | <u>Received by</u> |
| <input type="checkbox"/> Discipline Records  | <u>Parent Initial</u> | <u>Received by</u> |
| (A letter from the principal if no discipline records exist; (2020-2021 & Fall 2021))    |                       |                    |
| <input type="checkbox"/> Student Interview (to be completed if Student is a finalist)    |                       |                    |

**FOR OFFICE USE ONLY**

Application issued: \_\_\_\_\_

Application returned complete: \_\_\_\_\_

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Interview date/time: \_\_\_\_\_

**Santa Gertrudis Independent School District  
Application for Admission  
2021-2022**

**To the Applicant and/or Parent(s):** The contents of this application will be kept confidential. Please complete the entire application before it is returned. Write clearly and in ink. **Failure to submit a fully completed application may result in denial of transfer. *PRINT***

This application for admission to the Santa Gertrudis Independent School District is made on behalf of:

\_\_\_\_\_

Last Name	First	Middle
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with acceptance of the regulations and procedures of the Santa Gertrudis ISD as they are stated at the end of this application.

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  M  F Social Security #: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ County: \_\_\_\_\_ Country: \_\_\_\_\_

Do you have any siblings currently in our district (please list name and grade) \_\_\_\_\_

**STUDENT BASIC INFORMATION:**

Are you the parent or legal guardian of this child?  No  Yes

Is there a custody agreement in place for this child and do you have the legal right to make educational decisions for this child?

No  Yes If yes, please provide documentation.

Name of Parent(s) / Guardian(s): \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Applicant lives with (check one):  Both Parents  One Parent  Parent & Step-Parent  Guardian

Father: \_\_\_\_\_ Employed at: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Mother: \_\_\_\_\_ Employed at: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Guardian: \_\_\_\_\_ Employed at: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent/Guardian E-Mail Address: \_\_\_\_\_

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## STUDENT ACADEMIC / EDUCATIONAL INFORMATION:

Are you currently enrolled in school?  No  Yes Current Grade Level (2021-2022): \_\_\_\_\_

If no, explain: \_\_\_\_\_

If yes, name of present school and location: \_\_\_\_\_

School district of residence: \_\_\_\_\_

## DISCIPLINE / ATTENDANCE INFORMATION

Have you ever been in a Discipline Alternative Education Program (DAEP)?  No  Yes

If yes, explain: \_\_\_\_\_

Have you ever been or are currently suspended/expelled?  No  Yes

If yes, explain: \_\_\_\_\_

Have you ever been convicted of a criminal offense?  No  Yes

If yes, (number of times) explain: \_\_\_\_\_

Are you currently on probation or other conditional release for a conviction of a criminal offense?  No  Yes

If yes, (number of times) explain: \_\_\_\_\_

Have you engaged in delinquent conduct or conduct in need of supervision and are on probation or other conditional release for that conduct?  No  Yes

If yes, (number of times) explain: \_\_\_\_\_

Have you experienced any of the following:  No  Yes If yes, please check all that apply.  
 Excessive absences  Excessive tardiness  Fights or Violent behavior  
\_\_\_\_ Number of absences (current year) \_\_\_\_ Number of tardiness (current year)  
\_\_\_\_ Number of absences (last year) \_\_\_\_ Number of tardiness (last year)

**NOTICE** According to the provisions of the Texas Education Code (TEC) 23.002(d), presenting false documents or false record is a Class A Misdemeanor offense under Section 37.10 of the Texas Penal Code. According to the provisions of TEC 25.001(h), a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period enrolled or the greater of:

- (1) the maximum tuition fee the district may charge under TEC 25.038; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

**The following items must be included for a complete application. See Document check list for details.**

Complete Application Form	Proof of extracurricular activities	Report Cards
Proof of Residency	Attendance Records	Test Scores
Birth Certificate*	Proof of employment	Social Security Card*

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Discipline Records

Immunization Records\*

## **APPLICATION PROCESS INFORMATION:**

Upon the completion of these procedures, the Admissions Committee will meet and review each candidate. Student / Parent interview will be scheduled after review of application by Admissions Committee beginning at the end of March. Interviews will be scheduled. Factors for consideration are academic record, test results, and student interviews. Applicants should be committed to their academic achievement, enjoy learning, and contribute to the overall strength of the Santa Gertrudis ISD. Falsification of student records will result in automatic denial and/or revoking of transfer.

Students will receive acceptance and rejection letters via mail. Students that are placed on the waiting list will also be notified via email. Information regarding acceptance and rejection will be provided May 2021 unless the application is late or new openings are found.

**\*Original documents must be presented if required by registrar.**

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## **REGULATIONS AND PROCEDURES**

Enrollment is understood to be for the full year. Santa Gertrudis I.S.D. reserves the right to insist upon the immediate withdrawal of any student whose presence is considered by the school district to be detrimental to the best interest of either the student or the school district.

Santa Gertrudis I.S.D. does not discriminate in admissions, educational programs, or employment against any individual on the basis of sex, age, nationality or ethnic origin.

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I certify that the information on this application is complete and correct. I understand that the submission of false information is grounds for denial of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action. I understand that the Santa Gertrudis Independent School District expects a high standard of conduct from its students, and if accepted for admission, I will abide by all rules and regulations of the Santa Gertrudis Independent School District as set forth in the Student Handbook. I authorize the Santa Gertrudis Independent School District to verify the information I have provided. I agree to notify the proper officials of the Santa Gertrudis Independent School District of any changes in the information provided.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby consent to the release of my child's academic records and personal data for the purpose of determining acceptance to the Santa Gertrudis Independent School District.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION MUST BE SIGNED BY PARENT AND STUDENT (IF STUDENT IS ENTERING 1<sup>ST</sup> OR ABOVE)**

## Acceptance Rubric

- Completed application with required materials (10 points)
- Most recent test scores (0-10 points)
- Attendance (0-10 points)
- Discipline (0-10 points)
- Grades (0-10 points)
- Siblings (0-10 points)
- STAAR ELA Scores (0-10 points )
- STAAR MATH Scores (0-10 points)
- Extra-Curricular Activities (0-10 points)
- King Ranch or district employee's child (0-10 points)
- Interview (0-10 points)

Students new to the district will begin the process in March. Interviews will be held during school hours, after school hours and on possibly on Saturdays at the Santa Gertrudis School or Academy High School. Students will receive acceptance and rejection letters via mail. If rejected, an explanation for the rejection will be provided in the letter. Students that are placed on the waiting list will also be notified via email. Information regarding acceptance and rejection will be provided in May 2021.

Santa Gertrudis Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity.