



Cypress-Fairbanks Independent School District

Documentation for Extenuating Circumstances

Parent/Guardian: Please submit this completed document, along with a Transfer Request Form, to the campus registrar. Attach any other documents that you believe will support the request.

1. Please describe the extenuating circumstances causing your transfer request (**give specific factual details**).

2. Please explain how the extenuating circumstances affect your child's health or physical safety while at school.

3. Please describe any efforts you have made to resolve the issue(s) with campus personnel and their responses to your efforts (**give specific factual details**).

Parent/Guardian Signature: _____ Date: _____