



# CFISD CHANGE OF RESIDENCE TRANSFER REQUEST

This form is applicable for:

1. students who move out of an attendance zone after the first day of a school year.
2. students entering grades 5, 8, 11 or 12 who move after the last day of school, but before the first day of school.
3. students who currently reside in CFISD or outside of CFISD, but will be moving into a CFISD attendance within 18 weeks from the date of application.

Documentation of your current residence is required in order to process this transfer request. Please include one item from Line A and one item from Line B.

- **Line A.** Verification in the form of your current lease, HCAD, mortgage statement, or closing documents
- **Line B.** Verification in the form of your current gas, water, or light bill.

DATE: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_ CURRENT GRADE LEVEL: \_\_\_\_\_

STUDENT'S LAST NAME	FIRST NAME	M.I.	HOME CAMPUS (Zoned School)
CURRENT ADDRESS:		CITY:	ZIP:
NAME OF SUBDIVISION OR APARTMENT COMPLEX:		REQUESTED CAMPUS:	

**Parent/Guardian:** Please complete one transfer application per child and submit to [studenttransfers@cfisd.net](mailto:studenttransfers@cfisd.net), deliver to your child's current campus registrar or directly to the Office of Students Services/Admissions 10494 Jones Rd, Houston, Texas. You will receive a confirmation email within 10 business days after receipt of the transfer application.

- Transfers are valid for the current school year and reviewed on a yearly basis. Revocations may be considered when the approved transfer has contributed to, resulted in or created a safety issue that substantially interferes with the student's academic performance.
- The district does not provide bus transportation for transfer students.
- Transfer students in grades nine through twelve are ineligible to participate in varsity athletics for one year from the first day of attendance at the transfer campus.
- If a student with an approved transfer is withdrawn from the transfer campus, the transfer will not be in effect if the student re-enrolls in the district.
- Future requests for siblings to attend the same transfer campus are dependent on the open/closed status for a specific school year.

Should you have any questions regarding student transfers, please contact the registrar at your child's current campus or the Office of Student Services/Admissions directly at (281) 517-6342. Questions may also be emailed to [studenttransfers@cfisd.net](mailto:studenttransfers@cfisd.net).

### REASON FOR REQUEST: (Check One)

- Moved out of the attendance zone after the first day of school
- Students who will be in grades 5, 8, 11 or 12 for the following year will have the opportunity to renew their transfer.
  - Students who have moved outside of the CFISD boundary zones and students who will be entering all other grade levels will need to enroll at their home campus.
- Moving into attendance zone after the first day of school (current CFISD resident)
- Please attach a builder's letter with the expected closing date along with a copy of the contract agreement OR a signed lease reflecting a move in date.
  - The estimated move-in date must be within 18 weeks from enrollment.
  - Non-CFISD residents should contact the Office of Student Services for assistance with their application.

*PARENT/GUARDIAN: My signature affirms that I have read and fully understand this information and agree to the stipulations stated above. I also understand that there are civil and criminal penalties for knowingly providing false information that could result in criminal sanctions and reimbursement.*

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

APPROVED \_\_\_\_\_, DIRECTOR OF ADMISSIONS DENIED \_\_\_\_\_