

## OPTIONAL TRANSFER REQUEST

Cypress-Fairbanks ISD uses a zoning/boundary system to assign students to schools based upon their parent/legal guardian's primary address. However, if you would prefer to send your child to a school other than your zoned school, parents may complete an Optional Transfer Request. Transfer requests are approved based on the number of spaces that are available in a particular school and/or grade. Requests will be reviewed by the board's designee and you will be notified of the decision within 10 business days. Should you have any questions regarding student transfers, please contact the office of Student Services/Admissions at (281) 517-6342.

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:			
PREFERRED CAMPUS #1:	PREFERRED CAMPUS #2:	PREFERRED CAMPUS #3:	

**Parent/Guardian, please note the following:**

- Transfers are valid for the current school year and reviewed on a yearly basis. Prior to a transfer being approved, the following shall be considered:
  1. reason for transfer;
  2. receiving campus' enrollment;
  3. receiving campus' class size; and
  4. time of the school year i.e.) state testing, end of year, etc.
- 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- If a student with an approved transfer is withdrawn from the transfer campus, the transfer will not be in effect if the student re-enrolls in the district.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.
- Please complete one transfer application per child and submit to [studenttransfers@cfisd.net](mailto:studenttransfers@cfisd.net) or directly to the Office of Students Services/Admissions 10494 Jones Rd, Houston, Texas. You will receive an email to confirm receipt of your request, as well as an email with the transfer approval or denial within 10 business days after receipt of the transfer 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 \_\_\_\_\_

