

SUMMER 2019 CHANGE OF RESIDENCE TRANSFER REQUEST

Currently enrolled CFISD students who are entering grades 5, 8, 11 or 12 and move to a new CFISD school attendance zone may use this form to request a transfer to remain at their previous campus. Families who have a signed contract on a home within CFISD may also use this form to request a transfer to begin their school year at the CFISD campus that is zoned for their new address.

Documentation of a parent/guardian's 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: _____ 2019-2020 GRADE LEVEL: _____

STUDENT'S LAST NAME:		STUDENT'S FIRST NAME:		M.I.	HOME CAMPUS (ZONED SCHOOL):
CURRENT ADDRESS:				CITY:	ZIP:
NAME OF SUBDIVISION OR APARTMENT COMPLEX:					
2018-19 CAMPUS:			REQUESTED CAMPUS:		

Parent/Guardian: Please complete one transfer application per child and submit to studenttransfers@cfisd.net or deliver to your child's current campus registrar. You may also deliver the completed application and supporting documentation directly to the Office of Student Services/Admissions. Requests will be accepted from May 31- August 25, 2019 and 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. Principals review student's attendance and/or factors that may impact safety and/or academic progress.
- 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- If a student with an approved transfer is withdrawn from the transfer campus, the transfer will not be in effect if the student re-enrolls in the district.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.

REASON FOR REQUEST: (Check One)

- Moved **out** of attendance zone after May 31, 2019 (Students entering grades 5, 8, 11 or 12 AND residing within CFISD boundaries)
- 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** the attendance zone after August 26, 2019 (current CFISD resident)
- Please attach a builder's letter with the expected closing date along with contract agreement. The estimated move-in date must be within 18 weeks from enrollment.
 - Non-CFISD residents should contact the Office of Student Services

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 _____