

2020-21 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.
- Transportation is not provided to/from the student's primary residence. Students may be transported to/from a state recognized childcare provider, parent, or grandparent responsible for providing before and after school care if there is a district-approved stop on a district-approved route serving the transfer campus.
- 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- If a student with an approved transfer is withdrawn from the transfer campus, the transfer will not be in effect if the student re-enrolls in the district.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. 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 _____

DOCUMENTATION FOR AN OPTIONAL TRANSFER REQUEST

Parent/Guardian: Please submit this completed document, along with the Optional Transfer Request Form the Office of Student Services/Admissions. Attach any other documents that you believe will support the request.

1. Please describe the circumstances surrounding your transfer request **(give specific, factual details)**.
2. It is important that the home campus has had an opportunity to address the circumstances you listed above prior to the transfer being considered. Please describe any effort you have made to resolve the circumstance with the administration at your child's current campus and their responses to your efforts **(give specific, factual details and provide documentation)**.
3. In most instances, bus transportation is not available for transfer students, please share how you will ensure that your child gets to school and will be picked up from school in a timely manner **(give specific, factual details)**.
4. Is there any other information that you would like to share? Please use the space below to provide any additional information that you believe would help our office review your request.