



2019-20 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 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 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 request per child. The request along with the supporting documents may be sent to studenttransfers@cfisd.net. You will receive immediate confirmation that your email has been received. For your convenience, you may also deliver the completed transfer request and supporting documentation to your child's current campus registrar or directly to the Office of Student Services/Admissions. You will receive a decision via email within 10 business days of the office receiving the transfer application. Please note:

- 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- If a student with an approved transfer is withdrawn from the transfer campus, the transfer will not be in effect if the student re-enrolls in the district.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 at (281) 517-6342. Questions may also be emailed to studenttransfers@cfisd.net.

REASON FOR REQUEST: (Check One)

- Moved **out** of attendance zone after August 26, 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 _____