

ALLEN INDEPENDENT SCHOOL DISTRICT  
STUDENT TRANSFER REQUEST FORM

Effective School Year (YY-YY) 20\_\_\_\_ - 20\_\_\_\_

A request for transfer form must be completed by the parent/guardian of any student wishing to attend a school outside his/her attendance zone. No student will be transferred if the following request is not on file in the office of the Student Services. **All information must be complete and the student must first be enrolled in their attendance zone campus before the transfer request will be considered.** The form must be returned to the Student Services Department. *One form per child.*

(Please Print)

Legal Name of Student: \_\_\_\_\_

Current Allen ISD School: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

Request Transfer From (Attendance Zone Campus): \_\_\_\_\_

Request Transfer To: \_\_\_\_\_

Name of Parent or Guardian (Please Print): \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Business / Cell Phone \_\_\_\_\_

Is Parent an Allen ISD Employee?  Yes  No If Yes, Which Campus? \_\_\_\_\_ Position Held: \_\_\_\_\_

**Check One Reason for Request:**

Change of Residence (provide 2 proofs of residency)  Qualify for Grandfathering (Rezoning)

Compelling Hardship – Please Explain:

\_\_\_\_\_  
\_\_\_\_\_

**Transfer Guidelines/Agreement**

Transfer requests are subject to campus capacity constraints. AISD has the sole discretion to determine whether space exists at requested transfer site. No transfer will be approved to a campus that has 90% capacity for the grade level requested. Parents have the responsibility of providing safe transportation for any child requesting transfer from zoned campus. All transfer applications are for the effective school year only. Students on transfer must follow all rules and regulations of the District, including those for student conduct and attendance.

*Any person who knowingly falsifies information on a form required by the District for enrollment of a student commits an offense under Section 37.10 of the Texas Penal Code, which offense is a Class A misdemeanor unless the person's intent is to defraud or harm another, in which event the offense is a felony of the third degree. Class misdemeanors are punishable by a fine not to exceed \$2,000.00; confinement in jail for a term not to exceed one year, or both. Third degree felony is punishable by a prison sentence for any term of not more than ten years or less than two years and additionally by a fine not to exceed \$5,000.00.*

Student transfers **may be denied or revoked** due to poor attendance, excessive tardies, failure to pick up students at dismissal time, lack of parental cooperation, and/or behavioral issues. If the District discovers that a student's assignment to a campus was based on false or misleading information from the student or parent, the student shall be assigned immediately to the attendance zone campus.

*I have read and agree to the Transfer Guidelines. By signing this form, I represent that I am the legal guardian of the child listed above and that all the information is true and correct.*

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

<b>To Be Completed by Central Office:</b>		
APPROVED _____	DENIED _____	ATTENDANCE _____
EFFECTIVE DATE _____	CODE _____	DISCIPLINE _____