

Student Transfer Request Form
Austin Independent School District Office of Student Services
4000 S. IH-35 Frontage Road • Room 151 • Austin • TX • 78704 • 512-414-1726 • Fax 512-414-4994

Year for transfer _____ Fall Spring AISD Student Number _____

Student's Name _____ Date of Birth _____
LAST FIRST MIDDLE M/DD/YYYY

19-20 Grade (circle one): PK3 PK4 PKTuition K 1 2 3 4 5 6 7 8 9 10 11 12
20-21 Grade (circle one): PK3 PK4 PKTuition K 1 2 3 4 5 6 7 8 9 10 11 12

School TO which transfer is requested _____ (Is student currently enrolled at this campus? Yes No)

School FROM which transfer is requested (AISD school assigned by address) _____

GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	ETHNICITY - REQUIRED <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	RACE(S) (None of which is of Hispanic origin) - REQUIRED <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
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Parent/Guardian Name _____ RESIDENCE Address _____ Apt. _____ City _____ TX, Zip _____ MAILING Address _____ Apt. _____ City _____ TX, Zip _____	I am this student's <input type="checkbox"/> parent <input type="checkbox"/> guardian If guardian, indicate whether you are <input type="checkbox"/> court appointed <input type="checkbox"/> AISD recognized If AISD recognized, do you have a card on file? <input type="checkbox"/> Yes <input type="checkbox"/> No Email _____ <i>Do you prefer the decision letter to be sent by ___ email or ___ US Mail?</i>
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Are you a full-time employee of AISD? Yes No If yes: Location _____ E number _____

This transfer is contingent upon continued employment with AISD.

Type of Transfer:

Sibling, Tracking, and Majority-to-Minority transfers are not available to frozen campuses and may only be requested for non-frozen campuses during January 2020 for the 2020-2021 school year.

Sibling. Please provide the name, date of birth, and student ID number of the sibling who will be on a transfer at the requested school for the 2020-2021 school year: Name _____ Date of Birth _____ ID _____

Tracking. School at which the student has a history of at least two unbroken years of enrollment in the two highest grades offered at that school: _____.

Majority-to-Minority

General

Curriculum. Please provide information about the program of study at the requested school _____

Out of District. Home school district: _____ Home school: _____

Required attachments:

Driver's license or other valid picture ID

Proof of residence – This may be a recent (within 45 days) utility bill or mortgage payment; a current lease agreement; a tax receipt that indicates the property is a homestead). This document must include the name and address shown above.

Birth certificate – if student is new to Austin ISD.

Please initial each:

_____ Parents and students are to assume responsibility for satisfactory attendance, discipline, achievement of the student, and cooperation with the school staff while at the transfer school. When these responsibilities are not met, the transfer will be revoked. If revoked, the student may not at any later time request a transfer back to that school.

_____ Transportation is not provided to students on transfer except for students attending the magnet programs at Fulmore, Kealing and LASA, or Ann Richards School for Young Women Leaders and the Gus Garcia Young Mens Leadership Academy (for students who live within AISD boundaries).

_____ Any student who plans to participate in University Interscholastic League (UIL) events should check the rules set forth by the UIL concerning eligibility requirements for transfer students. A copy of the Constitution and Contest Rules of the University Interscholastic League is available for review at the Athletic Office, 3200 Jones Road (78745), in the principal's office in each high school, on line at www.uil.texas.edu or by contacting the UIL office at (512) 471-5883.

_____ Texas Penal Code, Section 37.10 regarding tampering with a governmental record states that a person commits an offense if he or she: (1) knowingly makes a false entry in, or false alteration of, a governmental record; (2) makes, presents, or uses any record, document or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; or (3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility or availability of a governmental record. An offense under this section is a Class C misdemeanor.

_____ The Education Code, Section 25.001(h) regarding admission, further states that, in addition to the penalty provided by the Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of: (1) the maximum tuition fee the district may charge under Section 25.038 of this code; or (2) the amount the district has budgeted for each student as maintenance and operating expenses. A person found guilty of falsifying information on an enrollment form may be liable for tuition in excess of \$5,000.

Signature of parent/guardian making this request _____ Date _____

Parent/Guardian: Home Phone _____ Work Phone _____ Cell/Other Phone _____

Action by the Office of Student Services:

Approved

Denied

Action by the Associate Superintendent:

Action by the Superintendent:

Date: _____
 Approved
 Denied
Comments:

Signature: _____

Date: _____
 Approved
 Denied
Comments:

Signature: _____