VOLUNTARY TRANSFERS ARE SUBJECT TO NON-REFUNDABLE PROCESSING FEE
(cash, certified check, money order only)***
Cash Payment Must Be Exact Amount – No Change Available

LEANDER I.S.D.
*** PSLP, ELE, ESLE, LEIP, PRE-K ONLY***
INTRA-DISTRICT TRANSFER
REQUEST FORM
Request for the 2017-2018 School Year

Office Use Only
Student ID: _____
Neighborhood Code: _____
Absences/Tardies: _____
EC Code: _____
Fee Paid: _____
Receipt #: _____

Check One: □ PSLP □ ELE □ ESLE □ LEIP □ Pre-K

Voluntary: □ Yes (Student needs can be met at home campus) □ No (Student needs cannot be met at home campus)

Date: ____/____/_____ Campus Student Currently Attending _____ □ Existing Transfer □ New Transfer

_____ _____ _____
Student Name (Please Print) Grade Level for Requested Year Parent/Legal Guardian (Please Print)

_____ _____ _____ (____)_____
Physical Street Address City Zip Code Phone

Request Transfer From: _____ **to** _____ **or** _____
School Student is Zoned to Attend **(1st Choice)** **School Student Wishes to Attend** **(2nd Choice)**

Delivery method for approval/denial:
□ Regular Mail to address noted above □ E-mail _____ □ Other: _____

This request for an Intra-District transfer is made with a full understanding of and agreement to the following conditions:
***(Please Read These Conditions – Initial by Each Condition and Sign Below)**

_____ 1. **All transfers will be assessed a non-refundable $30 processing fee, with the exception of "program" determined transfers, confirmed by the appropriate department designee. Processing fee does not guarantee approval of transfer.**
_____ 2. **Transfer requests are approved for one school year only, and must be requested each school year. There is no guarantee that a student will be able to transfer each year.**
_____ 3. Transfers will be made subject to space being available at the campus and grade level.
_____ 4. The transfer student must be in compliance with the attendance laws as outlined in the Student and Parent Handbook or the transfer will not be approved in following years. (http://www.leanderisd.org/default.aspx?name=ps.handbook)
_____ 5. The transfer student must also maintain a good discipline record (no serious infraction which would result in a hearing and/or persistent violations of the Student Code of Conduct). Multiple transfers in the same year will most often **not** be approved.
_____ 6. Transportation to and from school will be the responsibility of the parent or legal guardian, with the exception of approved program determined transfers.
_____ 7. By his or her signature on this form, the parent or legal guardian provides written assurance that the transfer is not for the purpose of participating in any UIL activity, or any other activity governed by UIL rules and regulations, whether or not under UIL sanctions, and that no recruiting or tampering has occurred in violation of UIL rules and regulations.
_____ 8. Some programs are centralized at certain campuses and transfers will not be approved into a campus that does not offer any required programming that a child needs. **Please note: It is the responsibility of the parent/guardian to ascertain program availability at the desired campus prior to requesting an intra-district student transfer**.
_____ 9. For a full list of list of campuses **currently accepting transfers, please refer to:** http://www.leanderisd.org/default.aspx?name=ps.student.transfers or contact the campus directly.

_____ _____/___/_____
Signature of Parent/Legal Guardian/Special Program Staff Date

Office Use Only

TRANSFER STATUS

☐ Transfer Approved ☐ Transfer Denied

_____ ___/____/_____
Signature of Superintendent or Designee Date
cc: Information Systems, Receiving Campus, Parent/Legal Guardian

PROGRAM NEED APPROVAL

Transfer Recommended ☐ Yes □ No
Program: _____

_____ _____
Signature of Designee Date
Last Updated: 1/16/2017