Leander ISD Online Student Transfer Application

Do you have an email address? If not, please work with the Registrar to fill out the student transfer application in the Registrar’s Office.

Do you know the ID number for all your LISD students? You will need them in order to fill out the application. The Registrar can help you with this.

1. From the Leander ISD home page (http://www.leanderisd.org) click on Parents/Students; scroll down to find “Student Transfer Information”, or type in the following URL in your browser. http://www.leanderisd.org/transfer

2. Read the information about student transfers. Once you have read the information, click the link to the online transfer application form, which will direct you to the EdPay Store.

3. Click on the “Get Started” button in the middle of the page.

4. Fill out your personal information and create your EdPay online store account.

5. Follow the “Add Child” process to add your student. Be sure to use your student’s legal name.

6. Choose “Student Transfer” from the “Store Catalog” item at the top of the screen to open the application form.

7. Make sure that your student’s name is displayed in the list that shows up and select it. (If it doesn’t show up, click on “Add Child” and make sure that it is added.)

8. Fill out the rest of the form and submit it.

9. To pay balance, check the information in the Shopping Cart, and click the “Checkout Now” button to enter payment information and complete your payment. Then logout of the computer.

10. You will receive an email confirmation of payment. Print and or save the email receipt.