



INDEPENDENT SCHOOL DISTRICT

STUDENT TRANSFER APPLICATION Attendance Zone Change Transfer Request 2022-23 School Year

This application is to be used when requesting a transfer for a student from one attendance zone to another within DSISD as outlined in policy FDB (Local). Submit completed form and required documentation **no later than June 1, 2023** to Sheila Lamb, Office of Superintendent (sheila.lamb@dsisdtx.us)

Student Name: Last		First	
Date of Birth (mm/dd/yyyy):	Gender: Male	Female	Student will be in Grade:
Current Address (include city, state, zip):			Phone #:
Name of Parent/Guardian:		Email Address:	
Campus of Residence:		Requested Campus:	
Required Documentation			
<ul style="list-style-type: none">• Proof of current residency within the district, such as property tax statement, property deed, or lease agreement; and a current utility bill (electric, water, or gas)• Letter explaining the reason for your request			

Agreement to Conditions

This request is made with the full understanding of an agreement with the following conditions:

- The request for transfer must be renewed each school year for the student to remain at the receiving school.
- In approving transfers, the superintendent or designee shall consider availability of space and instructional staff, the student's disciplinary history, and attendance records.
- The District accepts NO responsibility for transportation of a transfer student, except as provided by statute or policy.
- Students approved for transfer must follow all rules and regulations of the district, including those for conduct and attendance; a violation of the District's rules and regulations may result in revocation of the transfer.

Parent/Guardian Signature:	Date:
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For Office Use Only	
Transfer Approved	Transfer Denied