

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 • Email: AISDtransfers@austinisd.org

Year for transfer _____ Fall Spring AISD Student Number _____

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

21-22 Grade (circle one): PK3 PK4 PKTuition K 1 2 3 4 5 6 7 8 9 10 11 12

22-23 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
 Male
 Female

ETHNICITY - REQUIRED
 Hispanic/Latino
 Not Hispanic/Latino

RACE(S) (None of which is of Hispanic origin) - REQUIRED
 American Indian/Alaskan Native Asian Black
 Native Hawaiian or Other Pacific Islander White

Parent/Guardian Name _____
RESIDENCE Address _____ Apt. _____
City _____ TX, Zip _____
Email _____
MAILING Address _____ Apt. _____
City _____ TX, Zip _____

I am this student's parent guardian
If guardian, indicate whether you are
 court appointed
 AISD recognized
If AISD recognized, do you have a card on file?
 Yes No
Has this student participated in athletics in grades 8-12?
 Yes No

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 2022 for the 2022-2023 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 2022-2023 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 _____
 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 Lively, 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 _____ Cell/Other Phone _____

Action by the Office of Student Services:

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| Approved |
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|--------|
| Denied |
|--------|

Action by the Associate Superintendent:

Action by the Superintendent:

| |
|-----------------------------------|
| Date: _____ |
| <input type="checkbox"/> Approved |
| <input type="checkbox"/> Denied |
| Comments: |
| Signature: _____ |

| |
|-----------------------------------|
| Date: _____ |
| <input type="checkbox"/> Approved |
| <input type="checkbox"/> Denied |
| Comments: |
| Signature: _____ |