



SUMMER 2024 CHANGE OF RESIDENCE TRANSFER REQUEST

Currently enrolled CFISD students who are entering grades 5, 8, 11 or 12 and move to a new CFISD school attendance zone may use this form to request a transfer to remain at their previous campus. Families who have a signed contract on a home within CFISD may also use this form to request a transfer to begin their school year at the CFISD campus that is zoned for their new address, provided the sale of the home will close within the first semester of school.

The Office of Student Services/Admissions will process each request once all documents are submitted. Please complete one form per student and include documentation of current residence by providing one item from Line A and one item from Line B when you submit your transfer request.

- **Line A.** Current lease, HCAD, mortgage statement, or closing documents.
- **Line B.** Current gas, water, or light bill.

DATE: _____ STUDENT ID: _____ 2024-25 GRADE LEVEL: _____

STUDENT'S LAST NAME:	STUDENT'S FIRST NAME:	M.I.	HOME CAMPUS (ZONED SCHOOL):
CURRENT ADDRESS:		CITY:	ZIP:
2023-24 CAMPUS:		REQUESTED TRANSFER CAMPUS:	

Parent/Guardian: Please complete one transfer application per child. Email the completed form and documentation of current residence to studenttransferforms@cfisd.net. Requests will be accepted from June 1 - August 18, 2024. You will receive a written response regarding your request within 10 business days of submitting the transfer request.

- Future requests for siblings to attend the same transfer campus are dependent on the open/closed status for a specific school year.
- If a student with an approved transfer is withdrawn from the transfer campus, the transfer will not be in effect if the student re-enrolls in the district.
- Transfers are valid for the current school year and reviewed on a yearly basis.
- Transportation is not provided to/from the student's primary residence. Students may be transported to/from a state recognized childcare provider, parent, or grandparent responsible for providing before and after school care if there is a district-approved stop on a district-approved route serving the transfer campus.
- Transfer students in grades 9-12 are ineligible to participate in varsity athletics for one year from the first day of attendance at the transfer campus.

Should you have any questions regarding student transfers, please contact the Office of Student Services/Admissions at (281) 517-6342. Questions may also be emailed to studentadmissions@cfisd.net.

REASON FOR REQUEST: (Please check one of the boxes below.)

- Moved **out** of a CFISD school attendance zone after Friday, May 31, 2024
- This option is only available to students who still reside in CFISD and will be in grades 5, 8, 11 or 12 for the 2024-25 school year.
 - Students who have moved outside of the CFISD attendance zone and/or those who will be entering all other grade levels will be required to enroll at their new home campus.
- Moving **into** a CFISD attendance zone after Monday, August 19, 2024
- Current CFISD residents, please attach a builder's letter with the expected closing date along with the contract agreement. The estimated move-in date must be within 18 weeks from enrollment.
 - Non-CFISD residents, please contact the Office of Student Services for assistance with your request and tuition.

PARENT/GUARDIAN: My signature affirms that I have read and fully understand this information and agree to the stipulations stated above. I also understand that there are civil and criminal penalties for knowingly providing false information that could result in criminal sanctions and reimbursement.

Print Name: _____ Signature: _____

Phone number: _____ Email: _____

FOR OFFICE USE ONLY:

APPROVED _____, DIRECTOR OF ADMISSIONS DENIED _____