

**La Porte ISD**  
**Guidelines for Secondary Intra-District Transfers**

“Students shall be assigned to schools in the attendance areas in which they reside” (FDB local).

The Board or its designee may assign and transfer any student from one school facility or classroom to another facility or classroom within its jurisdiction.

A parent or person standing in parental relation may request the assignment or transfer of a student to a designated school. According to board policy, requests for transfers should be submitted to the principal of the current campus of attendance and should be submitted by May 22<sup>nd</sup> prior to the school year for which the transfer is requested.

The Board or its designee must make the decision concerning the assignment or transfer of a student on an individual basis and may not consider as a factor in its decision any matter relating to the national origin of the student or the student’s ancestral language.

1. Students who were granted transfers for the previous year must request a transfer for the upcoming year.
2. Students with grandparents who reside in the receiving school’s attendance zone and who provide a significant portion of before and after school day care may be considered for transfer with the concurrence of both sending and receiving principals.
3. Students that are the children of resident district employees who are requesting a transfer outside of their attendance zone may be considered for transfer with the concurrence of both sending and receiving principals.
4. Students on approved intra-district transfers will not be eligible for district provided transportation.
5. Requests for transfer based upon family convenience/preference will not be considered.

**La Porte ISD – Secondary Transfer Request  
Intra-District Transfer for the 2020-2021 School Year**

Date Home Campus Received Request _____
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Please complete one application for each student. **Transfer requests must be applied for each school year.** Submit this application to the principal of the school to which your student is currently assigned by May 22, 2020.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ (next year)

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (H) \_\_\_\_\_

\_\_\_\_\_ (W) \_\_\_\_\_

District Employee: Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, campus \_\_\_\_\_

Current Campus of Attendance: \_\_\_\_\_

Student is a current 2019-2020 transfer: Yes \_\_\_\_\_ No \_\_\_\_\_

**Transfer is requested from:** \_\_\_\_\_ to \_\_\_\_\_  
(Home campus) (Transfer campus)

**Important:**

A transfer is subject to cancellation at any time during the year for the following reasons; overcrowded enrollment, poor student attendance, discipline problems, failure to make passing grades, and any action or behavior by the student or parent that is disruptive and interferes with the educational process.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Receiving Campus Principal should send this completed form to the Executive Director of Secondary Education.*

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<b>FOR OFFICE USE ONLY</b>
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\_\_\_\_\_ Days Absent \_\_\_\_\_ Days Tardy

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Sending (home campus) Principal Recommendation: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Receiving (transfer campus) Principal Recommendation: \_\_\_\_\_ Yes \_\_\_\_\_ No

This request is \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

\_\_\_\_\_  
Executive Director of Secondary Education