

**For Office Use Only**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Initials: \_\_\_\_\_

# Student Transfer Request 2019-2020

A request for transfer is defined as a parent/guardian requesting their child attend a campus other than the NBISD campus the child is zoned to attend.

All parent(s)/guardian(s) wishing to transfer their child from their zoned NBISD campus to another campus must complete a student transfer request for each child.

\_\_\_\_\_ All transfer applications will be for the **current school year only** and **must be resubmitted** for each  
Initials succeeding school year. Parents are responsible for transportation of transferred students.

\_\_\_\_\_ Parents requesting a transfer are agreeing to release their child's home campus seat. Requests for student  
Initials transfers will be denied when the receiving campus is at or above 90 percent of capacity.

\_\_\_\_\_ No Oak Run Middle School or New Braunfels Middle School transfers will be accepted.  
Initials

\_\_\_\_\_ The student has been enrolled at a New Braunfels ISD Elementary school since the 2014-2015 school year.  
Initials

\_\_\_\_\_ The student will enroll as a 5th grader at a New Braunfels ISD Elementary school for the 2019-2020 school year.  
Initials

**The completed form must be submitted in person, and parent/guardian signature will be required at the time of drop off, to any campus or the Education Center Reception Desk no later than MAY 30, 2019.**

Student Name: \_\_\_\_\_ Grade Placement for 2019-2020: \_\_\_\_\_

Zoned District: \_\_\_\_\_ Zoned Campus: \_\_\_\_\_  
Student's zoned campus/district for the 2019-2020 school year

Transfer Campus: \_\_\_\_\_  
Requested campus for the student to attend for the 2019-2020 school year

**Parents will be notified of request status via U.S. Mail postmarked AUGUST 16, 2019.**

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Business #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Signature: \_\_\_\_\_