



Randy Moczygemba  
Superintendent of Schools

*Office of the Superintendent*

## **NEW BRAUNFELS INDEPENDENT SCHOOL DISTRICT**

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April 15, 2019

Dear NBISD Parents,

During the spring of 2015, the NBISD Administration changed the transfer procedures for elementary students. I am writing to remind you of how these changes may affect you and your family.

NBISD is still phasing out the current transfer practice. Fifth grade students who have been enrolled in an NBISD Elementary school since the 2014 – 2015 school year, are the only students who may request a transfer. Please note, this does not include an exception for younger siblings of current transfer students. A younger sibling; therefore, is not eligible to apply.

All transfers must be requested by completing the appropriate application each year. Transfers shall be granted for one school year at a time on a tuition-free basis.

In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff. See NBISD Board Policy FDA (LOCAL) for additional information.

Applications can be found at a NBISD campus office or the Student Services Department. Student transfer requests will be accepted beginning April 15, 2019 at 8:00 a.m. Completed applications can be submitted to an elementary campus office or the Student Services Department. The deadline to submit a transfer application is May 30, 2019.

If you have any questions, you may contact the Student Service Department at (830) 643-5704.

Sincerely,

A handwritten signature in cursive script that reads "Randy Moczygemba".

Randy Moczygemba  
Superintendent