



ELGIN ISD

**ELGIN INDEPENDENT SCHOOL DISTRICT
DISTRICT TRANSFER REQUESTS**

**2017-2018
Parent Information**

The Elgin Independent School District will be accepting district transfer requests for the 2017-2018 school year beginning **April 10, 2017**.

Transfer requests must be received by June 1, 2017. Transfers submitted after June 1st will not be accepted. Requests for transfers submitted after the deadline will not be granted. Please complete the attached District Transfer Request Contract. A request form must be completed for **each student** who wishes to attend an elementary campus other than the student's designated campus, per Elgin ISD attendance zones. You may duplicate this form as necessary. Please complete a separate form for **each sibling** requesting a transfer.

Completed forms may be delivered to the Administrative and Student Services Department in the EISD Administration Building at 1002 North Avenue C beginning April 10, 2017. **PLEASE DO NOT SUBMIT THESE FORMS TO THE CAMPUS.** Transfers will be considered for approval in the order they are received.

Notification of transfer approval will be sent prior to the start of school via mail. Transfer approval is based on criteria such as:

1. Available room at the receiving school.
2. The sending and receiving principal agrees with the transfer.
3. The parent/guardian can furnish transportation.
4. Student Discipline History
5. Student Attendance/Tardy History

You may also mail the form to:

Elgin ISD Central Administration Building
Attention: Administrative and Student Services – Sherilyn Kisamore
1002 N. Avenue C
Elgin, TX 78621

All forms will be date stamped and will be considered for approval in the order in which they were received.

You will find Elgin ISD attendance zones and the transfer request contract on the district's website at www.elginisd.net.