



## ELGIN INDEPENDENT SCHOOL DISTRICT IN-DISTRICT TRANSFER PROCEDURES

2022 - 2023

### In-District Parent Transfer Information

The Elgin Independent School District will be accepting in-district transfer requests for the 2022 – 2023 school year on **Monday, April 4, 2022**. Applications will not be accepted prior to this date.

**In-District transfer requests must be received by June 2, 2022. In-district transfers submitted after the deadline of June 2<sup>nd</sup> will be placed on a waitlist and will be considered for transfer on a case-by-case basis after the start of the 2022 - 2023 school year.**

Please complete the attached District Transfer Request Contract. A transfer application 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 application for **each sibling** requesting a transfer.

Completed forms **can be mailed or emailed (see below)** to the Administrative and Student Services Department at the address listed below. **PLEASE DO NOT RETURN THESE FORMS TO THE CAMPUS.** Transfers will be considered for approval in the order they are received.

Notification of transfer approval will be sent before the start of school via mail. Transfer approval is based on the following criteria:

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
6. Number of years attending the receiving school

#### **Mail or email the form to:**

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

[sherilyn.kisamore@elginisd.net](mailto:sherilyn.kisamore@elginisd.net)

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](http://www.elginisd.net).