

**DONNA INDEPENDENT SCHOOL DISTRICT  
Out-of-District (Open Enrollment)  
Student Transfer Request Form  
2021 - 2022**

Please Check All That Apply:  District Employee  New Transfer Request  Continuing Transfer

**All transfer request forms need to be submitted to the Intake/Student Engagement Department**

All students requesting an Out of District transfer must complete a transfer request form every year. A separate transfer request form must be submitted for each child requesting a transfer within the district.

Child's full legal name (*First, Middle, Last and Suffix (if applicable)*)

**Note:** Texas Law requires school systems to use the name on the child's birth certificate or name legally changed in court, please ensure the name you have entered below meets these requirements.

Name of Student: \_\_\_\_\_ ID# \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Grade Level 2021-2022: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of parent or legal guardian: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

I confirm the above address represents the legal residence of this child's parent or legal guardian. I understand that parents or guardians who use a fraudulent address for enrollment may be subject to restitution to the school district or other costs or fees under Texas law.

School District in which Student Resides: \_\_\_\_\_ School Zoned to Residence: \_\_\_\_\_

Donna ISD Campus Requested: \_\_\_\_\_

Please check here if child for whom this transfer is being requested for has:

- An IEP and receives special education services
- Been assigned or pending assignment to the Discipline Alternative Education Program (DAEP Campus)
- Been referred to Truancy Court due to unexcused absences
- Is on Probation
- Will be involved in Athletics/Extra Curricular activities at school requested

Employee Information: (Please complete the following only if you are a Donna ISD Employee)

Name of Parent/Legal Guardian: \_\_\_\_\_

Campus/Department employed at: \_\_\_\_\_

Requested Campus (If different from above): \_\_\_\_\_

Student transfers will be handled on a case-by-case basis; only legitimate parent requests will be considered. It will be the parent/guardian's responsibility to provide transportation for the students if a campus transfer is honored.

**NOTE:** Any inaccurate contact information at the time of processing may result in the inability to process your request.

I have read and agreed on the above terms and conditions. I understand that if approved, the transfer is granted conditionally on student attendance including tardies, behavior, academic effort and that the transfer may be revoked. (*Policy FDB – Local*) I understand that I must submit a copy of my child's attendance and disciplinary record from the last school my child attended. I also understand that transportation to the requested school is my responsibility.

Signature of parent or legal guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**STEP 1: REQUESTED CAMPUS APPROVAL**

APPROVED  DENIED

Comments/conditions from receiving Principal: \_\_\_\_\_

Requested Campus Principal Signature: \_\_\_\_\_

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

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**STEP 2: FINAL APPROVAL**

**Form Submitted to Central Office:**

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

Superintendent's or Designee's Signature: \_\_\_\_\_

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

APPROVED  DENIED

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**STEP 3: DATA ENTRY**

**Transferred entered into TEAMS:**

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