



STAFFORD MUNICIPAL SCHOOL DISTRICT

1625 STAFFORDSHIRE ROAD
STAFFORD, TEXAS 77477
O: 281.261.9200 F: 281.261.9249

March 2020

Dear Parents and Guardians of Non-Resident Students:

Thank you for your interest in Stafford Municipal School District. On Monday, March 2, 2020, SMSD will begin accepting transfer renewal applications from parents of students living outside the boundaries of the district for tuition-free enrollment for the 2020-2021 school year. Due to the suspension of normal district operations, the deadline date for all renewal applications has been extended to Monday, April 20, 2020. **There's no automatic renewal. If you do not apply within the application period, you must return to your home school.**

To apply for a **renewal transfer**, access the application from the district website (www.staffordmsd.org) or obtain an application from any SMSD campus. Completed applications must be submitted to the appropriate school along with a copy of proof of residence (Deed of Trust; Lease Agreement; Electricity bill; Water bill or Gas bill)

To apply as a **new transfer**, access the application from the district website (www.staffordmsd.org) or obtain an application from any SMSD campus. New applications must be submitted to the appropriate school along with current and previous years report card (for attendance review); current and previous year's conduct records; copy of proof of residence (Deed of Trust; Lease Agreement, Electricity bill, Water bill or Gas bill). Stafford MSD employees and City of Stafford employees are eligible for new transfers. All other applicants will be placed on a waitlist.

APPLICATIONS WITHOUT REQUIRED DOCUMENTS ARE CONSIDERED INCOMPLETE AND WILL NOT BE PROCESSED

Completed applications will be processed on a first-come, first-served basis; subject to approval based on available space and staff capacity, as well as the student's conduct records and school attendance history. Each application and accompanying documentation will be reviewed independently without regard to other siblings that may also request enrollment. Additionally, student portfolios and/or letters of recommendation will be reviewed, if submitted.

Please contact the appropriate campus if you have any questions regarding required documentation or if you need assistance in completing the application

Stafford Elementary School	Grade K-4	Twyla Hynes	281-261-9221
Stafford Intermediate School	Grades 5-6	Desiree James	281-208-6115
Stafford Middle School	Grades 7-8	Ginny Gayle	281-261-9218
Stafford High School	Grades 9-12	Raymond Root	281-261-9214

Thank you for choosing SMSD. We pride ourselves in being unique, innovative, and driven by excellence. We look forward to partnering with you for continued success.

Sincerely,

Dawn DuBose
Chief of Schools
Stafford Municipal School District