

Instructions for Submitting a Transfer Request

Use the following link to access the Online Registration/Transfer Application site:

<https://magnolia.teams.hosting/registration/#!login>

Families who have a student that already attends Magnolia ISD:

Enter Parent Self-Serve User ID and Password

Families brand new to Magnolia ISD and have no other students in Magnolia ISD: click **“Register New User”** and proceed to

Create your online registration account.

Current Employees:

Enter your district username and password (do not enter your full email)

Language

English

User ID(Parent Self Serve User ID) *

Password(Parent Self Serve Password) *

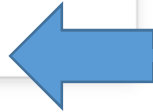
Login

[Register New User](#)

My Students

Select A Student

John Doe - (168281)
(Create New Student)



1. **My Students Screen:**

Once you have logged into the registration portal to complete the transfer request, you will need to **select your child** or **create a new student**.

Choose the student for whom you are completing the transfer request.

**If you have an existing Parent Self-Serve Account, please use this option to create your new student. DO NOT register as a new user.

Once Completed click, “Next” in the lower right corner.

2. **Student Information Screen**

Complete the requested student information, but **DO NOT SELECT A CAMPUS AT THIS POINT**

In the field “**Enrollment Requested Grade Level**”, select the grade level in which your child will be enrolled for the upcoming school year. You must select this box and change the grade level if it shows the current grade level.

In the field “**Enrollment Requested Campus**”, scroll and select “**Request a Transfer**” Again, **DO NOT SELECT A CAMPUS AT THIS POINT**, doing so will void your transfer request. Once completed, click “**Next**” in the lower right corner.

NOTE: IF YOUR ADDRESS IS NOT ZONED TO MAGNOLIA ISD, THEN THE ONLY OPTION AVAILABLE WILL BE “Request a Transfer”

Student Information

Enrollment Request School Year *

2022-2023

Enrollment Request Grade Level *

02

Enrollment Request Campus *

Request a Transfer

Select your student's campus assistance. Note: If your student Request Campus dropdown

3. Transfer Request Screen

When selecting “**Placement Request Reason**” if you are:

An employee whose address is zoned to MISD and currently lives in the district, select “**Employee In District**”

Employee whose address is NOT **Zoned** to MISD, and you currently DO NOT live in the district, select “**Employee Out of District**”

A regular transfer in district enrolled in MISD select one of the following: **Child Care, Grandfathered HS Sophomore, and Home Rental/Purchase**

A regular transfer and are not enrolled in MISD and are not relocating to MISD, select one of the following: “**Child Care**”

The options available will depend on your student’s grade level; once a selection is made the “**Placement To School**” is populated with available choices.

Please select one of the reasons provided for the request.

The screenshot shows a form field labeled "Transfer Request Reason*" with a dropdown arrow. Below it is a list titled "Placement Request Reasons" with a search icon and a dropdown arrow. The list contains the following options: Child Care, Employee In District, Employee Out of District, Grandfathered HS Sophomore, Home Rental/Purchase, Open Enrollment Tuition, and Other.

Figure 1 Open Enrollment Ended 21-22 School Year

The screenshot shows a form field labeled "Placement To School*" with a dropdown arrow. Below it is a list of school names: Bear Branch Elementary School, Cedric C. Smith Elementary School, Ellisor Elementary School, J. L. Lyon Elementary School, Magnolia Elementary School, Magnolia Parkway Elementary School, Nichols Sawmill Elementary School, and Williams Elementary School.

Please review the document requirements for each section and upload the stated documentation applicable at the bottom of the page:

NON-RESIDENT Student transfer application will be only be considered if one of the following criteria is met:

- A resident student becomes a non-resident student during the course of a semester in Kindergarten through 11th grade.
- A resident student classified as a high school senior becomes a non-resident
- A non-resident student’s parent works full-time for the Magnolia ISD. (**Employee Non Resident**)

The following are documents **Required** for **NEW** Non-Resident transfer students unless noted otherwise: The documents underlined below in **blue** can be downloaded.

- Former School Records (if transferring from another school out of district)
 - Attendance Records
 - Discipline Records
 - Report Card (K-8)
 - Transcripts (9-12)
- Immunization Record
- Parent/Guardian Contact Info (if first time registering at MISD)
- Child Care Verification Letter (if reason for transfer is **Child Care**)
- Non Resident Transfer Agreement
- Former School Records Waiver (if student currently enrolled and returning or new never attended any school district prior to 2022 school year)
- Parent/Guardian Contact Info Waiver (if student currently enrolled and returning)

Intra District Transfers will only be considered if one of the following conditions are met:

- A resident student’s parent works full-time for the Magnolia ISD (**Employee In District Resident**)
- Student attend Before/After school childcare within attendance zone of campus requested
- High School student moving across district during sophomore year or later
- Purchasing a new home within the attendance zone of the requested Campus

The following are documents **Required** for **In District** transfer students unless noted otherwise:

- Former School Records Waiver (if student currently enrolled and returning or new never attended any school district prior to 2022 school year)
- Parent/Guardian Contact Info Waiver (if student currently enrolled and returning)
- Child Care Verification Letter (if reason for transfer is **Child Care**)

Some documents may need to be combined in a single PDF scan because only three attachment uploads are available.

Note: At least **two** documents are required, and you will not be able to submit your request until a document has been uploaded for each document type. Please review the document chart below to aid you in determining which documents you should upload.

Requested Documentation Chart						
New, Never Attended School			New, Transfer from Another District		Currently Enrolled	
In District	Out of District		In District	Out of District	In District	Out of District
Document Type						
Former School Records	Former School Records Waiver	Former School Records Waiver	Former School Records	Former School Records	Former School Records Waiver	Former School Records Waiver
Parent Guardian Contact Info	Parent Guardian Contact Info	Parent Guardian Contact Info	Parent Guardian Contact Info	Parent Guardian Contact Info	Parent Guardian Contact Info Waiver	Parent Guardian Contact Info Waiver
Supporting Docs	Immunization Record	Immunization Record	Immunization Records	Immunization Records	Child Care Verification (if applicable)	Child Care Verification (if applicable)
	Proof of Residency	Child Care Verification (if applicable)	Proof of Residency	Child Care Verification (if applicable)	Home Purchase or Rental Agreement (if applicable)	Non Resident Transfer Agreement (online document)

Former School Records (Attendance, Discipline, Report Card, Transcripts) Former School Records No file chosen

Parent/Guardian Contact Info (Name, Email, Phone) Parent/Guardian Contact Info No file chosen

Supporting Docs (Child Care Verification, Home Rental/Purchase Agreement) Supporting Documents No file chosen

Attach the required documentation in the following order:

Choose file to upload
Click Add Attachment

You must click **“Add Attachment”** or your documents will NOT attach to your child’s record.

Once completed, click **“Next”** in the lower right corner.

Note: Some documents can be combined and uploaded as a single PDF scan because only **three** attachment uploads are available

Continue and Complete sections 4 through 8 to complete the transfer request process.

- 4. Parent/Guardian Contacts
- 5. Emergency Contacts
- 6. Medical Contacts
- 7. Medical History
- 8. Verify Campus

You will **NOT** receive an email stating that you have completed the process. The screen will show that your request is being processed. You will be contacted by Student Services regarding your status, or with a request for additional information.