Grandparent Intra/Inter District Transfer Instructions

A **Grandparent Transfer** is for a student that is receiving before/afterschool care at their grandparent's permanent residence. The grandparent **MUST** live within Tomball ISD residential zoning.

<mark>Grandparent Transfers are only valid for students up to the 6th grade level.</mark> Once a student is promoted to the 7th grade, they **MUST** attend their zoned Tomball ISD campus or district.

Transfers can be revoked at **any time throughout the school year** if there are any problems with behavior, academics, frequent tardies, early pickup, and/or unexcused absences.
Once a transfer has been revoked, the student will have to attend their zoned campus/district.

How To Apply:

➢ Go to: https://www.tomballisd.net > Student and Families > Registration > TISD LINK
➢ Create or Log In to your Parent/Guardian Tomball ISD LINK Account ("Forgot Password" is also available if you forget your password. An email on how to reset your password will be sent to your email associated with your Tomball ISD LINK account.)
➢ Click on My Link (on the top of the page)
➢ Click on "Request A Student Transfer" > Fill out a Transfer answer questions
➢ Before typing in your name (exactly as it appears), make sure to also upload the following documents:
  o **Student Birth Certificate** (only needed if NEW student)
  o **Parent Birth Certificate** (helps determine grandparent status)
  o **Parent ID/Driver's License**
  o **Grandparent ID/Driver's License**
  o **Parent Proof of Residency** (current utility bill, lease agreement or purchase agreement)
  o **Grandparent Proof of Residency** (current utility bill, lease agreement or purchase agreement)

You may check your Transfer Application status for any notifications or if any additional documents are required to approve your request.

If you have, any concerns please email studentservices@tomballisd.net
Make sure to provide the student's name in the email along with a contact number.

Thank you,
Tomball ISD Operating Services Specialist

Tomball ISD