

TISD Full-Time Employee Student Transfer Application Instructions

An Employee Student Transfer is only for Full-Time Tomball ISD employees who would like their child/legal dependent to attend one of our Tomball ISD campuses.

(Campus availability is subject to change due to high enrollment and space availability)

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 forgot 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 “Apply for a Transfer” > Select the correct school year > Select Type: NEW or RENEWAL > Select your student’s name or choose “Student Not Listed for NEW students” > Answer YES or NO if you live in the district > Select YES for District Employee > Click on Box labeled “Next Step” > Answer all questions and make sure to put your employee number
- Before typing in your name (exactly as it appears), make sure to also upload the following documents: **Proof of Residency** (utility bill, lease agreement, or property tax statement), **Parent ID/Driver’s License**, and **Student’s Birth Certificate** (only for new students)

For secondary students (grades 6-12) parent **MUST** also upload the following documents for the **last two years school years:**

- Academic report cards
- Attendance records
- Behavior/Discipline records

**** YOU MUST PROVIDE ALL OF THESE RECORDS FOR YOUR STUDENT’S TRANSFER TO BE PROCESSED. TISD cannot request these records from the previous school(s) during the Transfer application process. ****

TRANSFERS CAN BE REVOKED AT ANYTIME THROUGHT THE SCHOOL YEAR

EMPLOYEE STUDENT TRANSFERS WILL BE CLOSELY MONITORED FOR BEHAVIOR, ACADEMICS, EXCESSIVE ABSENCES, EXCESSIVE TARDIES, AND EXCESSIVE EARLY PICK UPS.

CAMPUS ADMINISTRATORS CAN REVOKE A TRANSFER AT ANYTIME THROUGHT THE SCHOOL YEAR

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