

Daycare/Private Sitter Intra- District Transfer Instructions

This is for a student that is receiving before/after school care by a daycare or a private sitter that is located Tomball ISD. The private sitter **MUST** live within Tomball ISD residential zone. Parent must also live in Tomball ISD zone to be eligible for this transfer.

Daycare/Private Sitter Transfers are only valid for students up to the 6th grade level. 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Once a transfer has been revoked, the student will have to attend their zoned campus/district.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:
 - **Student Birth Certificate** (only for NEW students)
 - **Parent ID/Driver’s License**
 - **Parent Proof of Residency** (current utility bill, lease agreement or purchase agreement)
 - **For Daycare:** Notarized Letter on the Daycare’s Letterhead for before/after school care (daycare must be located within the attendance zone of the campus being requested)
 - **For Private Sitter:** Private Sitter’s ID/Driver’s License
 - **For Private Sitter:** Private Sitter’s Proof of Residency (current utility bill, lease agreement or purchase agreement)
 - **Notarized Letter from the Private Sitter stating they are the before/after school caregiver to the student. The Letter Must Be Notarized.**

You may check your Transfer Application status for any notifications in case additional documents are required to process 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