



INTRA-DISTRICT TRANSFER AGREEMENT (IDT)
RESIDENT STUDENT REQUEST TO TRANSFER WITHIN THE DISTRICT

Princeton ISD has established elementary and middle school attendance zones. Parents wishing their child to attend a school other than their assigned campus must complete an intra-district transfer request annually. Below are the guidelines for intra-district transfer request.

1. This transfer is effective for the current school year only.
2. Although approval of a transfer does not guarantee or imply the approval of future transfers to the same campus, the feeder campus or of siblings to the same campus; students currently attending the requested campus or feeder campus will receive a preferential transfer window.
3. The parent or the student will be responsible for transportation to and from the District school to which the student is transferred.
4. The transfer process is not applicable to students placed (program placement) on a particular campus to receive special education or district education services. Siblings' of students in special programs transfer request will be granted. Transportation is provided only for the student in the special program.
5. The student must maintain acceptable levels of attendance, good academic standing, and compliance with District rules and regulations, including the Student Code of Conduct, throughout the entire school year.
6. If this agreement is revoked, revocation ordinarily will be effective at the end of a semester; however, the Superintendent has discretion to revoke the transfer immediately if the student's continued attendance threatens the safety of other students or teachers or will be detrimental to the educational process.
7. The student and parent acknowledge that eligibility of transfer students for participation in any UIL activity or other activities governed by UIL rules and regulations will be determined in accordance with UIL rules and regulations.

All decisions will be made based on: **School enrollment capacity, school grade level capacity, and/or documented compelling extenuating circumstances.**

Extenuating circumstances may include, but not limited to children of employees, documented medical, psychological, or other special needs of students who seek to remain on a campus or transfer. The Board's designee will investigate the petitions submitted on these grounds by consulting with the professional staff at the requested campus.

Due to rapid growth in Princeton ISD, some campuses or campus grade levels may be closed to intra-district transfers. The Board's designee will generally deny requests for student intra-district transfers to campuses projected at 90 percent capacity or greater unless significant extenuating circumstances exist.

All intra-district transfers should be submitted to **Princeton ISD Central Administration, at 321 Panther Parkway, Princeton, TX 75407.**

Type of Student Transfer	Transfer Window Opens	Transfer Window Closes
Students currently attending the requested campus or feeder campus	8 a.m. on March 18, 2024	April 1, 2024
Current PISD students NOT attending requested campus or feeder campus.	8 a.m. on April 15, 2024	May 28, 2024
Students new to the district.	After June 3, 2024	



**INTRADISTRICT APPLICATION (IDT)
RESIDENT STUDENT REQUEST TO TRANSFER WITHIN THE DISTRICT**

1. Student's name: _____
2. Current address: _____

3. Parent's name: _____
4. Home phone: _____ Cell Phone: _____
Work phone: _____ Email: _____
5. School zone in which student resides: _____
6. Is either parent employed by the Princeton Independent School District? Yes No
7. Is the student currently attending the requested or feeder campus? Yes No
8. Is the student being rezoned from the requested campus? Yes No
9. Extenuating circumstance for transfer request: _____

10. Student's grade level for year of requested transfer: _____
11. Student's attendance record:
 - a. How many days was the student absent in the school year prior to the year for which a transfer is requested? _____
 - b. If this request is for a transfer during a school year, how many days has the student missed in the current school year? _____
 - c. If the student missed more than ten percent of the days in the school year, please provide an explanation:

12. Has the student been expelled or removed to a DAEP for one or more days in the most recent school year? Yes No During the preceding year? Yes No
If yes to either question, for what offense(s)? _____
13. Is the student in good academic standing in the most recent school year? Yes No
During the preceding year? Yes No
If "no" to either question, please provide an explanation: _____

14. Please list campus(es) of requested intra-district transfer in order of preference:

- 1. _____
- 2. _____
- 3. _____

15. Please read the *Princeton ISD Intra-District Transfer Agreement* attached.

16. Student transfers must be reported to the Texas Education Agency. Please fill out the *Texas Education Agency Application for Transfer* form attached.

As a parent or person standing in the position of legal responsibility for the child named in this request, I acknowledge that I have received a copy of Princeton ISD Intra-District Transfer Agreement. I also certify the information provided in this form is true and factual to the best of my knowledge, and I understand that if any of this information is ever found to be incorrect, this application may be denied or revoked.

Parent Signature _____ Date _____

**PRINCETON ISD INTRA-DISTRICT TRANSFER
2024-2025**

Parent/Guardian please complete highlighted areas.

Student Name	Grade Level 2024-25	Birth Date	Local Student Number	Reason for Transfer		Resident Campus	Requested Campus Name
				Parent is a Campus Employee	Other Please Specify		

This section must be completed by parent or guardian:

Parent Name (Please Print) _____

Street Address: _____ City, State, Zip: _____

Signed: _____ Phone Number: _____

Parent's (Guardian's) Signature

This section must be completed by the district superintendent:

The above transfer(s) was Approved Disapproved on this _____ day of _____, 20__

Typed Name of Superintendent: Donald McIntyre	Telephone: (469) 952-5400	Signature:
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