

Waco ISD Student Transfer Request

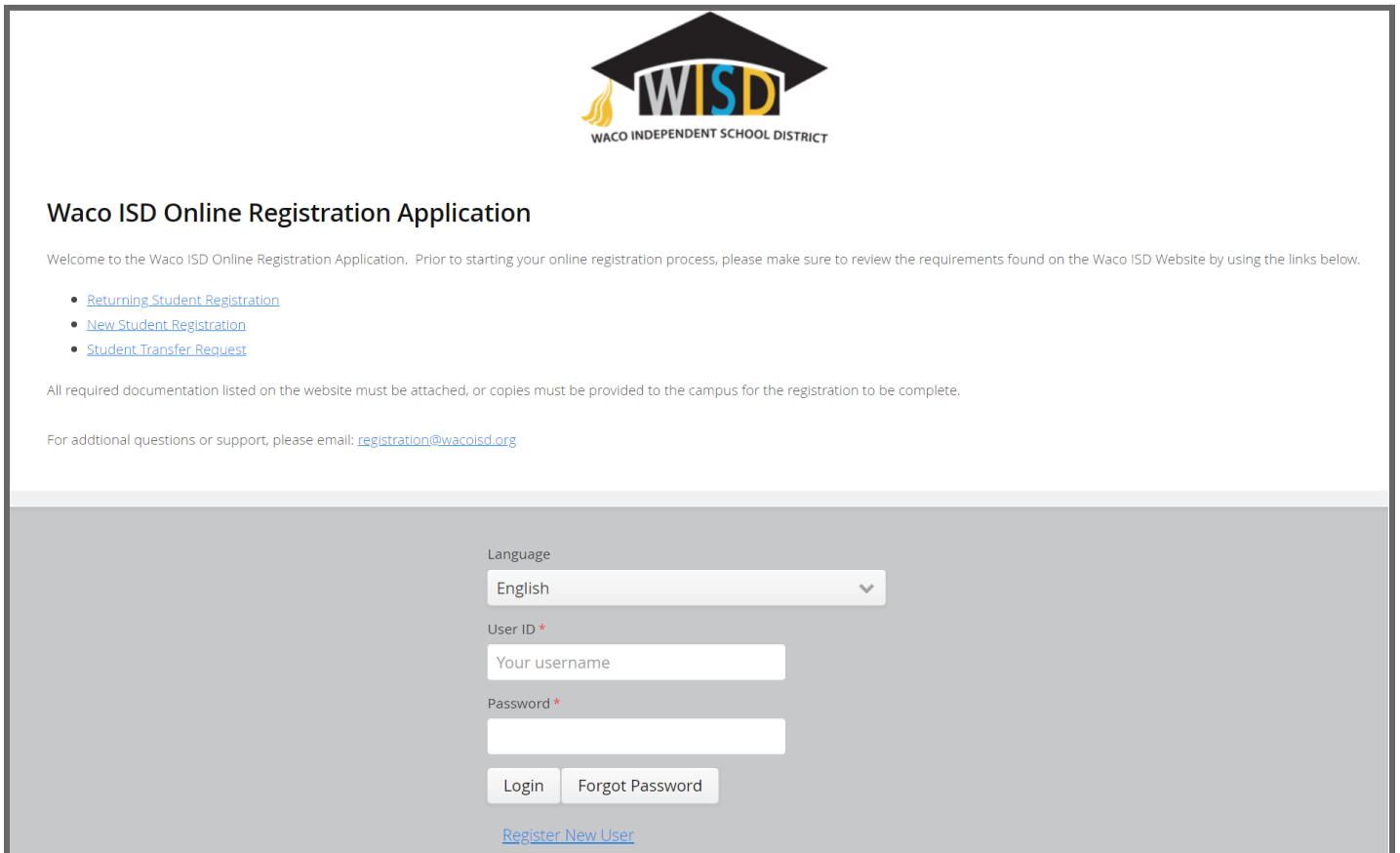
Out-of-District Student Transfers


The instructions below are for students who reside outside of the boundaries of the Waco Independent School District and are requesting a transfer from their designated school district to a campus in Waco ISD. This **DOES NOT apply** to the application process for our lottery campuses at Hillcrest PDS Elementary and Lake Air Montessori.

Out-of-District Student Transfer Request

Instructional Video | <https://www.youtube.com/watch?v=T4Nmfumzor8>

1. Access the Waco ISD Online Registration website at <https://waco.teams.hosting/registration>. Select the 'Register New User' option at the bottom of the screen.




WACO INDEPENDENT SCHOOL DISTRICT

Waco ISD Online Registration Application

Welcome to the Waco ISD Online Registration Application. Prior to starting your online registration process, please make sure to review the requirements found on the Waco ISD Website by using the links below.

- [Returning Student Registration](#)
- [New Student Registration](#)
- [Student Transfer Request](#)

All required documentation listed on the website must be attached, or copies must be provided to the campus for the registration to be complete.

For additional questions or support, please email: registration@wacoisd.org

Language

English

User ID *

Your username

Password *

Login Forgot Password

[Register New User](#)

2. Enter all requested information. Information marked with a red asterisk must be completed to submit the new user registration.

The screenshot shows a web form titled "Register New User" for an "Enrolling Parent Guardian". The form includes the following fields and options:

- First Name ***: A text input field with a red border.
- Last Name ***: A text input field with a red border.
- Email**: A text input field.
- P/G Email Private**: A checkbox option.
- Home Address ***: A section header for the address fields.
- Private?**: A checkbox option.
- Address Line 1**: A text input field.
- Unit/Apt #**: A text input field.
- Zip**, **City**, and **State**: Three text input fields for location information.

A note above the address section states: "Please enter Home Address. The home address must be in district boundaries."

3. If the information provided closely matches an existing person in the Waco ISD system, you will receive a pop-up notification shown below. If you have ever been listed as a contact for a student in Waco ISD, or have had a student previously enrolled in Waco ISD, please select the 'Jump to Online Sign-on' option and do not create a new user account. Otherwise, continue to create a new user sign-on.

The screenshot shows a pop-up window titled "Existing User" with the following text and options:

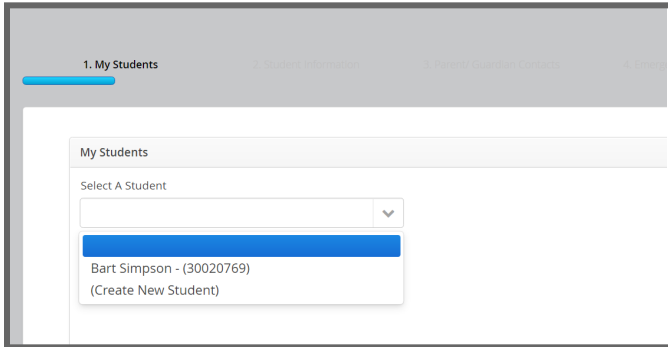
We found a person in the system that appears to be like you. If you continue and already have a record in the system, your TEAMS online access will not all be under one ID.

4. Complete the information in the 'Create User' screen. This will be the same information you can use to access your Parent Self Serve account to track your students academic progress. <https://waco.teams.hosting/selfserve/parent>

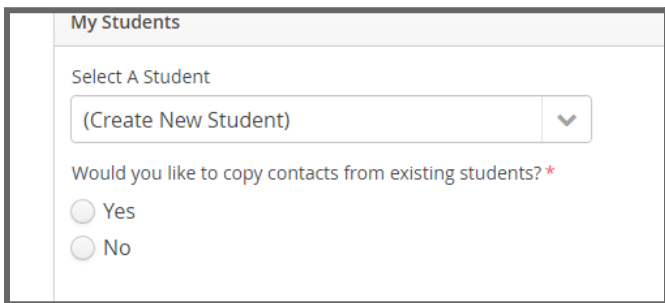
The screenshot shows the "Create User" section of the "Register New User" form. It includes the following fields and instructions:

- Create User**: Section header.
- Create Login:** Password must contain at least one number, one uppercase letter, one lowercase letter.
- User ID ***: A text input field with a red border.
- Password ***: A text input field with a red border.
- Retype Password ***: A text input field with a red border.
- Security Question ***: A text input field with a red border.
- Security Answer ***: A text input field with a red border.

5. You can now log in to the [Waco ISD Online Registration](#) and begin the transfer application process.
6. Select the '(Create New Student)' from the drop-down menu to start the transfer request process. Click 'Next' in the top right-hand corner of the screen to move to the next step.



7. If you are associated with a current or previously enrolled student in Waco ISD, you can copy contact information from existing students by selecting the 'Yes' radio button. Click 'Next' to move to the next step.



8. Enter the student's information in the next screen. All fields outlined in red are required before moving to the next step. Make sure the 'Enrollment Request School Year' is set to the next instructional year and set the 'Enrollment Request Campus' to **Transfer Request**. Click 'Next' to move to the next step.

A screenshot of the 'Student Information' form. The form has several fields, each outlined in red to indicate they are required. The fields are: 'Enrollment Request School Year *' with a dropdown menu set to '2021-2022'; 'Enrollment Request Grade Level *' with a dropdown menu; 'Enrollment Request Campus *' with a dropdown menu; and 'Social Security Number' with a text input field. A yellow highlight is over the text '!!! If your home address has change'.

9. For the 'Placement Request Reason' select the **Out-of-District Request** option. Choose the 'Placement To School' choice as the preferred campus.

The screenshot shows the 'Transfer Request' form. The 'Placement Request Reason' dropdown menu is open, showing three options: 'In-District Request', 'In-District Transfer Renewal', and 'Out-of-District Request'. The 'Out-of-District Request' option is highlighted in blue. Below the dropdown, the 'Placement To School' field is visible. The form also includes sections for 'Transfer Form 1' and 'Transfer Form 2', each with a dropdown menu for document type and an 'Add Attachment' button.

10. All Out-of-District transfer requests must provide the following documentation to be eligible for consideration. Transfer requests cannot be submitted without the attached documentation.

- a. Proof of Age - Birth Certificate, State ID, Passport
- b. Previous School Attendance Records
- c. Previous School Discipline Records

11. To add an attachment, select the 'Choose File' option and locate the file on your web enabled device. Click the 'Add Attachment' option to upload the document to your request. Only one attachment can be added in each section. When all the items have attachments, click 'Next' to move to the next step.

The screenshot shows the 'Transfer Request' form with a file explorer window open. The file explorer is displaying the contents of the 'This PC' folder, specifically the 'Desktop' folder. The file '6-14 2020-2021 MinReq_K-12_01-2020 final.pdf' is selected. The form shows the 'Placement Request Reason' dropdown set to 'Out-of-District Request'. The 'Transfer Form 1' section has 'Proof of Age' selected in the dropdown, and the 'Transfer Form 2' section has 'Previous School Attendance Records' selected. The 'Add Attachment' button is visible for both sections.

12. On the Transfer Request window, set the 'Placement Request Reason' to the

13. Complete the Parent/Guardian contact information for all associated contacts. To add additional contacts, choose the '[Add a Contact]' option. To remove a contact, click on the trashcan icon next to the contact name. All fields outlined in red are required information and must be complete to continue. Click 'Next' to move to the next step.

The screenshot shows a form titled "Parent/Guardian Contacts". At the top, there is a header with "Homer Simpson" and a trashcan icon, and a "[Add a Contact]" link. Below the header, there are several input fields: "Title" (a dropdown menu), "Last Name*" (text box with "Simpson"), "First Name*" (text box with "Homer"), "Middle Name" (text box), "Generation" (a dropdown menu), "Contact Type*" (text box), and "Relationship*" (text box). The "Relationship*" field is outlined in red, indicating it is a required field.

14. Complete at least one Emergency Contact for the student. Additional contacts can be added by selecting the '[Add a Contact]' option. Click 'Next' to move to the next step.

The screenshot shows a form titled "Emergency Contacts". At the top, there is a header with "[Add a Contact]" link. Below the header, there are several input fields: "Title" (a dropdown menu), "Last Name*" (text box), "First Name*" (text box), "Middle Name" (text box), "Generation" (a dropdown menu), and "Relationship" (text box). The "Last Name*", "First Name*", and "Relationship" fields are outlined in red, indicating they are required fields.

15. Complete the Medical History tab for the student and sign the form at the bottom of the window. Click 'Next' to move to the next step.

The screenshot shows a form titled 'Medical History' with several sections:

- Respiratory:** Includes checkboxes for Asthma, Asthma - Exercise, Cystic Fibrosis, Asthma - inhaler, and Pulmonary Hyper.
- Syndromes:** Includes checkboxes for Charge, Downs, Chromosome X, Turner, and Crouzons.
- Services Received:** Includes checkboxes for Speech Therapy, Physical Therapy, and Occupational Therapy.
- Additional Notes:** A large text area for entering notes.
- Signature *:** A red-bordered box for the user's signature.
- Medical History Reviewed Date and Time:** A date and time selection area with a calendar icon.

16. Your completed transfer request has now been submitted to the Waco ISD Student Services Office for review. Out-of-District Transfer requests will be approved/denied following the open registration window for Waco ISD zoned students. Thank you for choosing Waco ISD!

The screenshot shows a web interface with a progress bar at the top. The progress bar has seven steps: 2. Student Information, 3. Transfer Request, 4. Parent/ Guardian Contacts, 5. Emergency Contacts, 6. Medical History, 7. Verify Campus, 8. Student Records, 9. Documents, 10. Enrollment, and 11. College Enrollment. Step 7, 'Verify Campus', is currently selected and highlighted in blue. Below the progress bar, a message reads: 'Your Transfer Request is still being processed. You cannot continue to other Online Registration screens until your request has been approved.' At the bottom right, there are three buttons: 'Logout', 'Back', and 'Next'.