



**SOUTH ANTONIO INDEPENDENT SCHOOL DISTRICT
PEIMS DEPARTMENT
2020-2021 INTRADISTRICT CAMPUS TRANSFER REQUEST**

STUDENT NAME	DOB	GRADE
LAST SCHOOL ATTENDED	SCHOOL DISTRICT	SCHOOL YEAR
PARENT'S LEGAL NAME/GUARDIAN	PHYSICAL ADDRESS & ZIP CODE	
HOME PHONE	WORK PHONE	CELL PHONE

CAMPUS STUDENT IS ZONED TO ATTEND: _____

CAMPUS BEING REQUESTED: _____

REASON FOR REQUEST:

THIS REQUEST FOR AN INTRADISTRICT TRANSFER IS MADE WITH FULL UNDERSTANDING OF AND AGREEMENT TO THE FOLLOWING CONDITIONS:

1. Approval is at the discretion of the Superintendent as stated in Board Policy [FDB \(Local\)](#) and [FDB \(Legal\)](#).
2. Transfers will be made subject to having space available not only in the student's grade level, but in actual individual classes. If the student's reassigned classroom should become overcrowded, the transfer may be canceled. Keep in mind that students living in the attendance zone of the school are given first priority. Therefore, if classes fill up, particularly at the Pre-K level, the student can and/or will be required to return to the zoned home campus.
3. Transportation is the responsibility of the student's family. Attendance, including tardies, will be monitored. If a student's absences and/or tardies increase the transfer may be canceled and the student will be required to return to the home school.
4. Transfers may be revoked and/or denied due to his/her attendance record which includes tardies, discipline record, passing grades, appropriate classroom behavior, and violations of the Student Code of Conduct. If the transfer is canceled the student will be required to return to his/her zoned home campus.



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- 5. Cooperation with the school's administrative and teaching staff is required on behalf of the parent, legal guardian, or custodian. Documentation of lack of cooperation with school personnel may result in the transfer being canceled and the student will be required to return to the zoned home campus.
6. Students seeking to transfer to South San High School or West Campus High School due to reasons pertaining to athletics or extra-curricular activities will not be eligible for a student transfer. Students attending West Campus are already eligible for freshmen athletics and extracurricular activities. All students must meet the UIL requirements regarding participation.
7. By his or her signature on this form, the parent and the principal involved provides written assurance that the transfer is not for the purpose of participating in any UIL activity, or any other activity governed by UIL rules and regulations, whether or not under UIL sanctions, and that no recruiting or tampering has occurred in violation of UIL rules and regulations.
8. This request for a transfer must be renewed each school year for the student to remain at the receiving school, including district employees.
9. Transfers are subject to the receiving school principal's recommendation. Final approval lies with the Superintendent.
10. The transfer process is NOT applicable to students PLACED on a particular campus to receive special education or other District educational programs or services.

I, the undersigned parent or guardian of _____, do hereby certify that the information given on this form is true and correct. I understand the conditions set forth by the school district and agree to abide by them. I also understand that the approval for the transfer may be revoked if the conditions are not met and that the term of the transfer expires at the end of the current school year.

PARENT/GUARDIAN'S SIGNATURE DATE

*** FOR CAMPUS & DISTRICT USE ONLY: ***

_____ Approved _____ Denied for the _____ school year only.

THE UNDERSIGNED AGREE TO THE TRANSFER AND HEREBY CERTIFY COMPLIANCE WITH ITEM 6 OF THIS REQUEST.

(SENDING CAMPUS) PRINCIPAL'S SIGNATURE DATE

(RECEIVING CAMPUS) PRINCIPAL'S SIGNATURE DATE

SUPERINTENDENT/DESIGNEE SIGNATURE DATE