CYPRESS FAIRBANKS
INDEPENDENT SCHOOL DISTRICT
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2024-2025 CHANGE OF RESIDENCE TRANSFER REQUEST

Currently enrolled CFISD students who move after the first day of school may use this form to request a transfer to remain at their previous campus. Families who have a signed contract on a home within CFISD may also use this form to request a transfer to attend school at the CFISD campus that is zoned for their new address.

Documentation of a parent/guardian's current residence is required to process this transfer request. Please include one item from Line A and one item from Line B.

- **Line A.** Your current lease, HCAD, mortgage statement, or closing documents
- **Line B.** Your current gas, water, or light bill.

When the transfer request is for a student that is moving into the zone, the parent/guardian will also be asked to provide a copy of a letter from their builder/leasing agent.

DATE: _____ **STUDENT ID:** _____ **2024-2025 GRADE LEVEL:** _____

STUDENT'S LAST NAME:	**STUDENT'S FIRST NAME:**	**M.I.**	**HOME CAMPUS (ZONED SCHOOL):**
CURRENT ADDRESS:	**CITY:**	**ZIP:**	
2023-2024 CAMPUS/DISTRICT:	**REQUESTED TRANSFER CAMPUS:**		

Parent/Guardian: Please complete one transfer application per child. Email the completed form and documentation of current residence to studenttransferforms@cfisd.net. You will receive immediate confirmation that your email has been received and a decision via email within 10 business days of the office receiving the transfer request. Please note:

- Future requests for siblings to attend the same transfer campus are dependent on the open/closed status for a specific school year.
- Transfers are valid for the current school year and reviewed on a yearly basis.
- Transportation is not provided to/from the student's primary residence. Students may be transported to/from a state recognized childcare provider, parent, or grandparent responsible for providing before and after school care if there is a district-approved stop on a district-approved route serving the transfer campus.
- Transfer students in grades 9-12 are ineligible to participate in varsity athletics for one year from the first day of attendance at the transfer campus.
- If a student with an approved transfer is withdrawn from the transfer campus, the transfer will not be in effect if the student re-enrolls in the district.

REASON FOR REQUEST: (Please check one of the boxes below.)

☐ Moved **out** of attendance zone after August 19, 2024, and request to complete the current school year

- Student is still residing within the CFISD attendance boundaries. Students who have moved outside of CFISD will need to enroll in their new school district.
- Current 12th grade students who have moved outside of the district may be eligible to continue in CFISD with a tuition contract. Please call for details.

☐ Moving **into** the attendance zone after August 19, 2024

- Please attach a builder's letter with the expected closing date along with contract agreement. The estimated move-in date must be within 18 weeks from enrollment.
- Non-CFISD residents, please call for assistance with your request.

For questions regarding student transfers, please contact the Office of Student Services/Admissions at (281) 517-6342. Questions may also be emailed to studentadmissions@cfisd.net.

PARENT/GUARDIAN: My signature affirms that I have read and fully understand this information and agree to the stipulations stated above. I also understand that there are civil and criminal penalties for knowingly providing false information that could result in criminal sanctions and reimbursement.

Print Name: _____ Signature: _____

Phone number: _____ Email: _____

FOR OFFICE USE ONLY:

APPROVED _____ _____, DIRECTOR OF ADMISSIONS DENIED _____