

## Instructions for Transfer Request Junior High/Intermediate Rezoning

Use the following link to access the Online Registration/Transfer Application site:

<https://magnolia.teams.hosting/registration/#!login>

### 1. My Students Screen

Once you have logged into the online registration, you will need to select your child.

Choose the student for whom you are requesting a transfer.

Once Completed click, “**Next**” in the lower right corner.

**Note:** You will repeat this process for each **4th – 7th grade** child associated with your account.

### 2. Student Information Screen

Select the following:

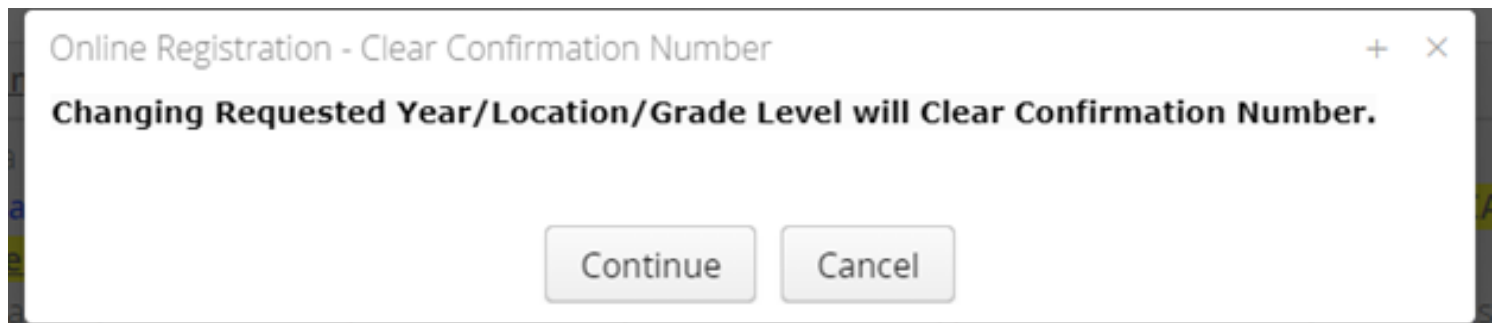
Enrollment Request School Year: **2025-2026**

Enrollment Request Grade Level: **Next Year Grade**

Enrollment Request Campus: **Request a Transfer**

Once completed click “**Next**” in the lower right corner

Click Continue when the box pictured below appears



### 3. Transfer Request Screen

Select the following:

Transfer Request Reason: Grandfathered JH/Int Rezoning

**Placement to School:** Select the campus your student is **currently** zoned to for next school year

You will be required to attach the document below **twice**:

[Waiver of Required Transfer Forms](#)

**Download** the above document

**Upload** document to **Former School Records**

**Upload** same document to **Parent/Guardian Contact Info Attachment**.

Attach the required documentation in the following order:

Click on the document to download.

Select **Choose file** and locate the file on your device

Click **Add Attachment**

You must click "Add Attachment" or your documents will **NOT** attach to your child's record.

Once completed, click "Next" in the lower right corner.

## 4. Submit Transfer Request

**Continue and click NEXT through sections 4 through 8 to complete the transfer request process.**

You will **NOT** receive an email stating that you have completed the process. Student Services will contact you if there are any additional questions.