
Community Services

469-713-5206
972-350-9467 fax

To The Parent/Guardian Addressed:

Community Services has reviewed your transfer request. A transfer **may** be approved if it meets the following criteria:

- Transfer request is received within the specified timeline.
- Space availability at the requested campus.
- The student's attendance record — a record of at least 95 percent attendance in the current or most recent school year.
- The student's academic record — a record of passing all subjects or courses in the current school year or most recent school year;
- The student's discipline record — a record of no persistent misbehavior, placement in DAEP, or expulsion in the current or most recent school year.

The transfer you requested did not meet all of the criteria listed above, so the transfer has been denied. Should you choose, you may appeal the decision to Dr. Joseph Coburn, Chief Schools Officer. Your appeal **must be made in writing** to Dr. Coburn's office **within ten school days** of receipt of the denied transfer. Please mail your written appeal to:

Dr. Joseph Coburn, Chief Schools Officer
1565 W. Main Street
Lewisville, TX. 75067
Attn: Transfer Appeal

Upon receipt of your appeal, Community Services will provide Dr. Coburn with a copy of your original transfer request. Along with your letter of appeal, you may send Dr. Coburn any additional information you choose. Dr. Coburn will respond **in writing** to your request. If your child is currently enrolled in a LISD school, he/she must remain in the current school placement.