

Instructions for Submitting a Transfer Request

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

<https://magnolia.tx01.teams360.net/registration>

Families who have a student that already attends Magnolia ISD:

Enter Parent Self-Serve User ID and Password

Families who are brand new to Magnolia ISD and have no other students in

Magnolia ISD: click "Register New User" and proceed to

Create your online registration account.

Language
English

User ID(Parent Self Serve User ID)*
Your username

Password(Parent Self Serve Password)*

Login

[Register New User](#)

My Students

Select A Student

- John Doe - (164127)
- Jennie Doe - (164129)
- Davis Davis - (164135)
- Sivad Davis - (164139)
- Boy Doe - (164140)
- Bob The Builder - (164142)
- (Create New Student)

1. My Students Screen:

Once you have logged into the registration portal to complete the transfer request, you will need to **select your child** or **create a new student**.

Choose the student for whom you are completing the transfer request.

**If you have an existing Parent Self-Serve Account, please use this option to create your new student. DO NOT register as a new user.

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

2. Student Information Screen

Complete the requested student information, but **DO NOT SELECT A CAMPUS AT THIS POINT**

In the field "Enrollment Requested Grade Level", select the grade level in which your child will be enrolled for the upcoming school year. You must select this box and change the grade level if it shows the current grade level.

Enrollment Request School Year* 2019-2020

Enrollment Request Grade Level* Fourth Grade

Select your student's campus for the

Enrollment Request Campus* Request a Transfer

In the field "Enrollment Requested Campus", scroll and select "Request a Transfer" Again, **DO NOT SELECT A CAMPUS AT THIS POINT**, doing so will void your transfer request. Once completed, click "Next" in the lower right corner.

Some documents may need to be combined in a single PDF scan because only three attachment uploads are available.

Note: At least **three** documents are required, and you will not be able to submit your request until a document has been uploaded for each document type. Please review the document chart below to aid you in determining which documents you should upload.

Requested Documentation Chart						
New, Never Attended School		New, Transfer from Another District			Currently Enrolled	
In District	Out of District	In District	Out of District	In District	Out of District	
Former School Records	Former School Records Waiver	Former School Records Waiver	Former School Records	Former School Records	Former School Records Waiver	Former School Records Waiver
Parent Guardian Contact Info	Parent Guardian Contact Info	Parent Guardian Contact Info	Parent Guardian Contact Info	Parent Guardian Contact Info	Parent Guardian Contact Info Waiver	Parent Guardian Contact Info Waiver
Supporting Docs	Immunization Record	Immunization Record	Immunization Records	Immunization Records	Child Care Verification (if applicable)	Child Care Verification (if applicable)
	Proof of Residency	Child Care Verification (if applicable)	Proof of Residency	Child Care Verification (if applicable)	Home Purchase or Rental Agreement (if applicable)	Non Resident Transfer Agreement (online document)

Former School Records (Attendance, Discipline, Report Card, Transcripts) Former School Records No file chosen

Parent/Guardian Contact Info(Name, Email, Phone) Parent/Guardian Contact Info No file chosen

Supporting Docs(Child Care Verification, Home Rental/Purchase Agreement) Supporting Documents No file chosen

Attach the required documentation in the following order:

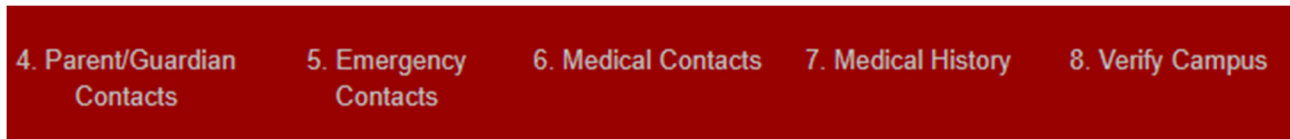
1. Choose file to upload
2. Click **Add Attachment**

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.

Note: Some documents can be combined and uploaded as a single PDF scan because only **three** attachment uploads are available

Continue and Complete sections 4 through 8 to complete the transfer request process.



You will **NOT** receive an email stating that you have completed the process. The screen will show that your request is being processed. You will be contacted by Student Services regarding your status, or with a request for additional information.

1. My Students 2. Student Information 3. Request a Transfer 4. Parent/Guardian Contacts 5. Emergency Contacts 6. Medical Contacts 7. Medical History 8. **Verify Campus** 9. Restrictions 10. Student Forms 11. Parent/Guardian Forms 12. Documents 13. Attachments 14. Confirm Enrollment

Your Transfer Request is still being processed.

You cannot continue to other Online Registration screens until your request has been approved.

Please be sure that you have uploaded your required documents, otherwise your application may be delayed.

If you have not received an update regarding your status by Mid July please contact Jennifer Kimbrell in Student Services at 281-356-3571 for information regarding your application status.