

LAKE TRAVIS ISD

Potential Out-of-District Transfer Student Discipline Records Request

Applicants entering grades 1–12 must submit discipline documentation from their current school.

This may be a report from the school's student information system or a letter signed by a school administrator. If the applicant has no discipline record for the current school year, a signed statement from a school administrator must be provided. This generic discipline form may be used if needed.

Discipline Information:

Date: _____

_____ is currently enrolled at
(Student name)

_____ for the 20____–20____ school year.
(School name)

Instructions:

Please attach a screenshot or printed document of the student's current discipline record for the current school year. If there is not a discipline record or discipline incidence for the current year, please complete and sign the acknowledgement statement below.

- ☐ The student named above does not have any discipline records for the current school year.
The student is in good standing with this school district for the current school year.

Authorized signature: _____

Printed name: _____

Position with District: _____

Date: _____