

LAKE TRAVIS ISD

Out-of-District Transfer Student Application Checklist

Parents/Guardians must submit one application and all required documentation per student applicant.

Kindergarten applicants: Parents/Guardians of Kindergarten applicants may not be required to submit documents. However, documents submitted with the application (such as recommendations, report cards, progress reports, letters from prior teachers, etc.) from a preschool or program that show the applicant's readiness for Kindergarten will be reviewed.

REQUIRED DOCUMENTS

- ☐ **Most recent report card**
 - Required for applicants entering grades 1-12.
- ☐ **Documentation of attendance for most recent school year**
 - Required for applicants entering grades 1-12; required for Kindergarten applicants only if previously enrolled in prekindergarten.
 - This may be a report from the school's student information system or a letter from the school signed by a school administrator.
- ☐ **Documentation of discipline for most recent school year**
 - Required for applicants entering grades 1-12.
 - This may be a report from the school's student information system or a letter from the school signed by an administrator.
 - If applicant does not have a discipline record for the current school year, a document signed by a school administrator stating such must be provided. Use the Potential Out-of-District Transfer Student Discipline Records Request if needed.
- ☐ **Transcript for most recent school year**
 - Required for applicants entering grades 7-12 **and** if any courses completed earned high school credit.
 - An unofficial transcript is acceptable.
- ☐ **Standardized test scores for most recent school year**
 - Required for applicants entering grades 4-12, if available.
- ☐ **Special Education IEP records** (if applicable)
 - Required if applicant receives Special Education services.
- ☐ **504 records** (if applicable)
 - Required if applicant receives 504 accommodations.
- ☐ **Original home language survey** (if applicable)
 - Required if applicant previously attended a Texas public school **and** received English as a Second Language (ESL) services.