



WILLIS INDEPENDENT SCHOOL DISTRICT
2026-2027 STUDENT TRANSFER APPLICATION

Dear Parents/Guardians,

Thank you for your interest in submitting a Student Transfer Application with Willis Independent School District. To ensure your application is reviewed in a timely and complete manner, all required documentation must be submitted at the time of application. **Failure to provide all requested documents will result in denial of the transfer application.**

Required Documentation:

- Most current attendance report
- Behavior record

Additional Requirement (If Applicable):

If you are currently building a home within the Willis ISD school zone, please provide a copy of the executed contract page that includes:

- Signatures of the purchasers
- The tentative move-in date
- The address of the new build

Reason for Transfer Request:

Please provide as much detail as possible when explaining the reason for your transfer request. Complete and thorough information is essential to ensure your application can be properly reviewed and considered. Incomplete or vague responses may delay the review process or impact the decision. Be sure to clearly outline any relevant circumstances, educational considerations, family needs, or other factors supporting your request.

Submission Information:

Completed transfer applications and all required documents may be:

Emailed to: transferapplications@willisisd.org

Delivered in person to:

District Central Office
612 N. Campbell Street
Willis, TX 77378

Providing complete and accurate documentation allows the district to review each transfer request fairly and consistently.

For questions regarding the transfer process or required documentation, please contact 936-856-1200 for assistance.

Sincerely,
Willis ISD Administration
Willis Independent School District



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Student Information:

Student Name: _____ Student Gender: Male Female
Date of Birth: _____ Age of Student: _____
Transfer Type: In District Out of District WISD Student ID: _____
Requested Campus: _____ Anticipated Grade Level: _____

Student Special Programs:

___ Gifted and Talented ___ 504 Program
___ Bilingual – ESL ___ Dyslexia Program
___ Special Education ___ Counseling

	Yes	No
Did student maintain attendance rate of at least 90% for all classes?		
Has the student been assigned to DAEP or expelled during the prior school year?		
Has the student been convicted of a crime?		
Is the student currently on probation for a Criminal Offense?		

Reason for Transfer Request:



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Parent/Guardian Information:

Parent/Guardian Name: _____ Resides With: _____

WISD Employee: _____ Location: _____ Active Military or Police Officer? _____

Address: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

New home within WISD School Zone? _____ Tentative move-in date: _____

Parent/Guardian Name: _____ Resides With: _____

WISD Employee: _____ Location: _____ Active Military or Police Officer? _____

Address: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

New home within WISD School Zone? _____ Tentative move-in date: _____

PEIMS/Transfer Information:

District student resides in: _____ Students Zoned Campus: _____

Prior Year District: _____ Prior Year Campus: _____

This request is made with the full understanding of and agreement to the following conditions:

1. This agreement is for **one** school year only. A new application must be completed each school year. Willis ISD will determine whether space is available in the area of the transfer request.
2. The transfer is granted conditionally on student attendance and behavior. The student and their parent/guardian must follow all rules and regulations in the agreement and of the District, including those for student conduct and attendance/truancy. Violation of the rules and regulations of the District may result in revocation of the transfer agreement.
3. Transfer students are not eligible for varsity U.I.L. athletic events on the receiving campus for one calendar year (*high school student only*).
4. Parent/Guardian is responsible for transportation of transfer students. WISD will not provide bus service to transfer students, including for special needs students.
5. Parent/Guardian must notify the campus of any address changes.
6. Parents must provide the students' most current attendance record and behavior results to be processed.

Parent Signature: _____

Date: _____