

2026-27 CHANGE OF RESIDENCE TRANSFER REQUEST

Currently enrolled CFISD students who move after the first day of school may use this form to request a transfer to remain at their current campus. Families who have a signed contract on a home within CFISD may also use this form to request a transfer to attend school at the CFISD campus that is zoned for their new address, provided the sale of the home will close within the first semester of school. The Office of Student Services/Admissions will process each request once all documents are submitted.

Documentation of a parent/guardian's current residence is required to process this transfer request. Please include one item from Line A and one item from Line B.

- **Line A.** Your current lease, HCAD, mortgage statement, or closing documents
- **Line B.** Your current gas, water, or light bill.

DATE: _____ **STUDENT ID:** _____ **2026-27 GRADE LEVEL:** _____

STUDENT'S LAST NAME	STUDENTS FIRST NAME	M.I.	REQUESTED CAMPUS
CURRENT ADDRESS	CITY		ZIP
WHAT SCHOOL DISTRICT DO YOU LIVE IN?	WHAT CAMPUS IN YOUR DISTRICT WOULD YOU ATTEND?		

Parent/Guardian: Please complete one transfer application per child. Email the completed form and documentation of current residence to studenttransferforms@cfisd.net. You will receive immediate confirmation that your email has been received and a decision via email within 10 business days of the office receiving the transfer request. Please note:

- Future requests for siblings to attend the same transfer campus are dependent on the open/closed status for a specific school year.
- Transfers are valid for the current school year and reviewed on a yearly basis.
- Transportation is not provided to/from the student's primary residence. Students may be transported to/from a state recognized childcare provider, parent, or grandparent responsible for providing before and after school care if there is a district-approved stop on a district-approved route serving the transfer campus. An agreement to provide prompt and regular transportation to and from school for the student is a required pre-condition to approval for a transfer.
- Transfer students in grades 9-12 are ineligible to participate in varsity athletics for one year from the first day of attendance at the transfer campus.
- If a student with an approved transfer is withdrawn from the transfer campus, the transfer will not be in effect if the student re-enrolls in the district.

REASON FOR REQUEST: (Please check one of the boxes below.)

- ☐ Moved **out** of a CFISD school attendance zone after Wednesday, August 12, 2026
- Please attach one item from Line A and one item from Line B when you submit your transfer request.
Line A. Current lease, HCAD, mortgage statement, or closing documents.
Line B. Current gas, water, or light bill.
- ☐ Moving **into** the attendance zone after August 12, 2026
- Please attach a builder's letter with the expected closing date along with the contract agreement. The estimated move-in date must be within 18 weeks from enrollment.
 - We will also need documentation of your current residence. Please include one item from Line A and one item from Line B when you submit your transfer request.
Line A. Current lease, HCAD, mortgage statement, or closing documents.
Line B. Current gas, water, or light bill.

For questions regarding student transfers, please contact the Office of Student Services/Admissions at (281) 517-6342.

PARENT/GUARDIAN: My signature affirms that I have read and fully understand this information and agree to the stipulations stated above. I also understand that there are civil and criminal penalties for knowingly providing false information that could result in criminal sanctions and reimbursement.

Print Name: _____ Signature: _____

Phone number: _____ Email: _____

FOR OFFICE USE ONLY:

APPROVED _____, DIRECTOR OF ADMISSIONS DENIED _____