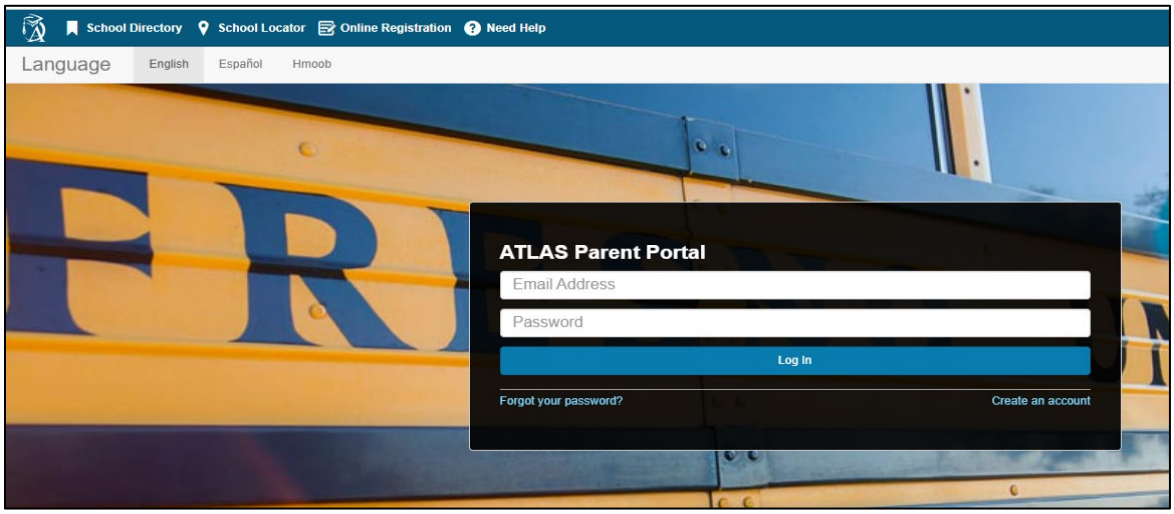
Apply for a Transfer Request- Step by Step Guide

Step 1: Log in (A) or create (B) an Atlas Parent Portal using the link below

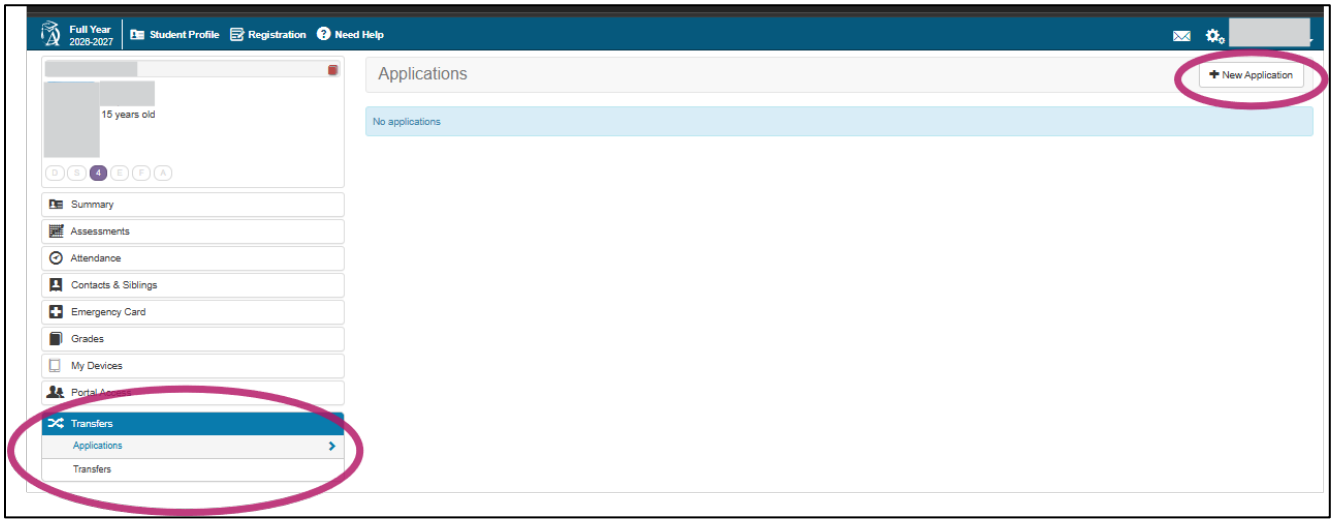
Log in - Fresno Unified School District

(www.fresnounified.org> Families> Atlas Parent Portal> Login to Atlas Parent Portal)

A. Already have an Atlas Parent Portal Account: If you already have an Atlas Parent Portal account, log in:

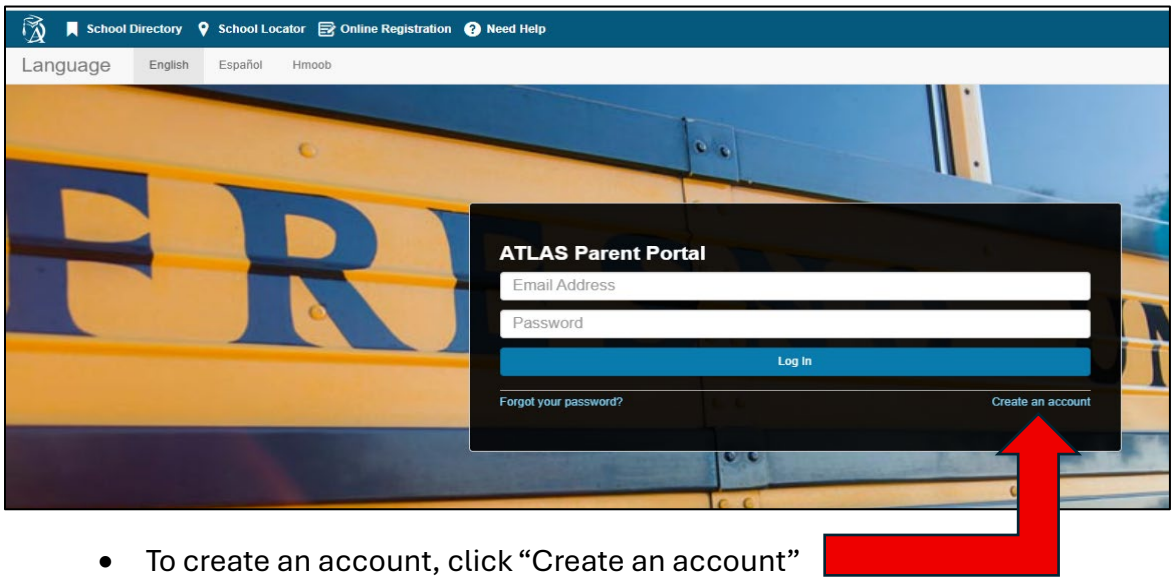


- After log in, click the Transfers tab, click Applications, click on New application, go to step 6 for further instructions. (On mobile click summary then click Transfers on the dropdown menu.)



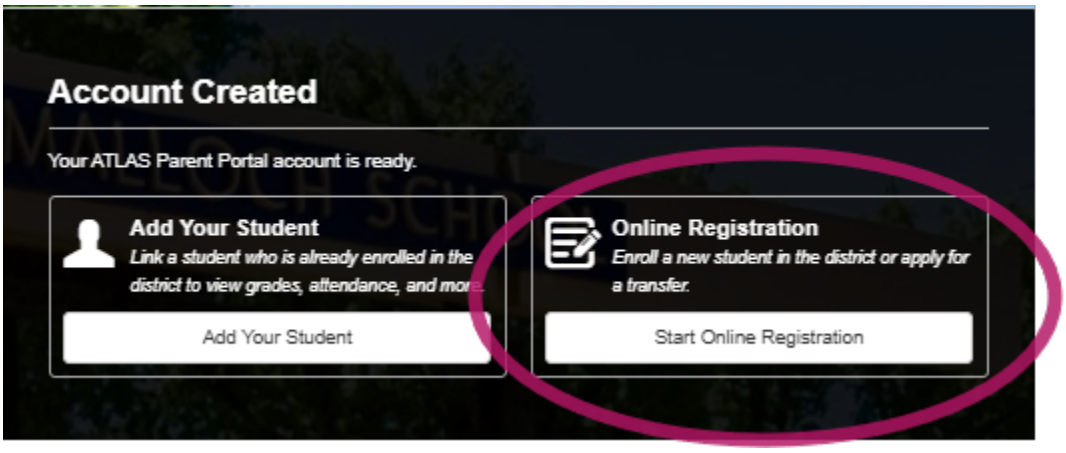
- Other Atlas Parent Portal Help topics available here: Atlas Parent Portal - Fresno Unified School District
- Click here for information on how change or reset your password: How do I change or reset my password? - Fresno Unified School District

B. Create an Atlas Parent Portal Account:



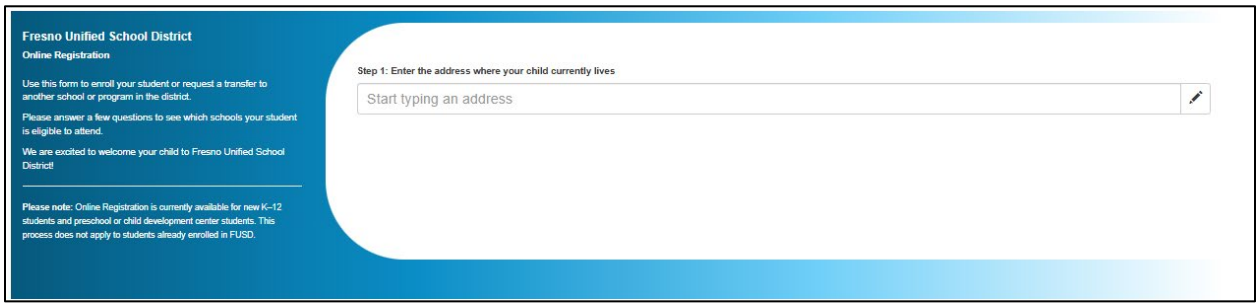
- To create an account, click "Create an account"
- For more information on creating an account click: How do I create an ATLAS Parent Portal Account? - Fresno Unified School District

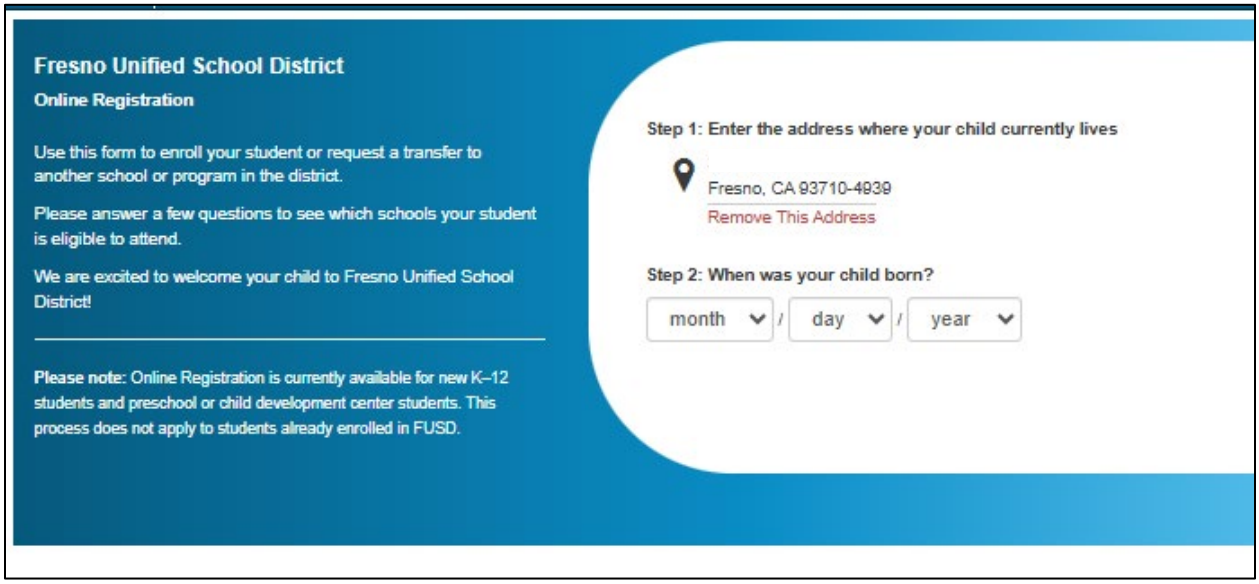
Step 2: Chose Online Registration



Step 3: Enter Student Information

- Enter your student's **home address** and **date of birth.**

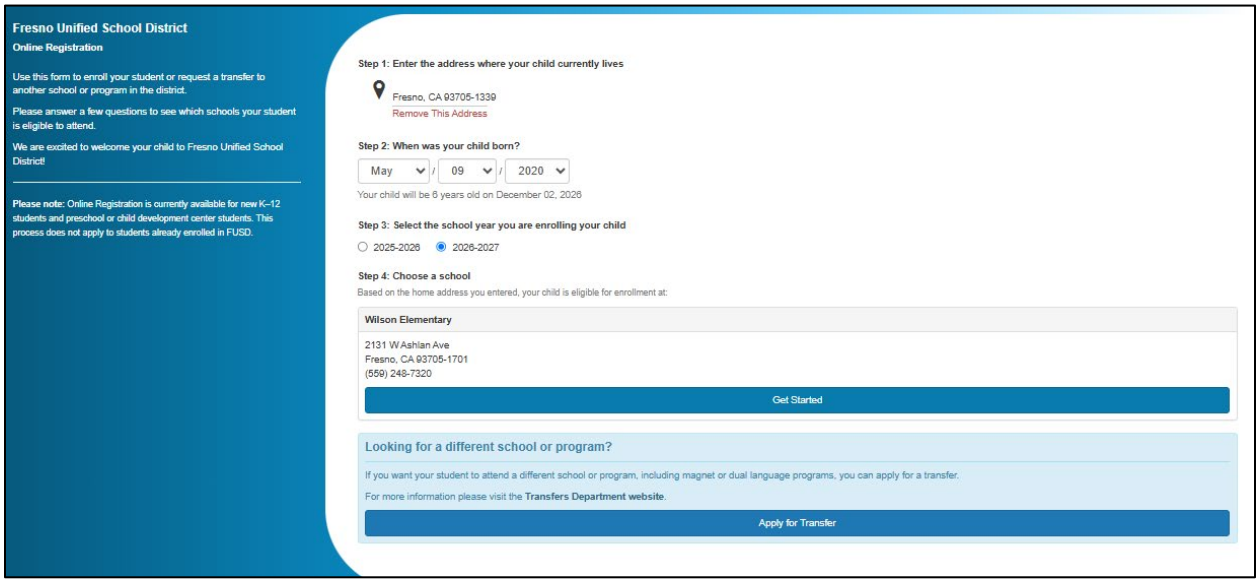




Step 4: Review Your Assigned Home School

Based on the address entered, your student's assigned home school will be displayed.

- To enroll at the assigned home school, click **Get Started**. (If your student is already enrolled, this step is not necessary.)
- Enrollment at the home school is encouraged and will **not affect** any transfer request.
- To request a different school:
    - Select the school year for the transfer request. You can apply for a transfer for current school year or next school year.
    - Click **Apply for a Transfer**

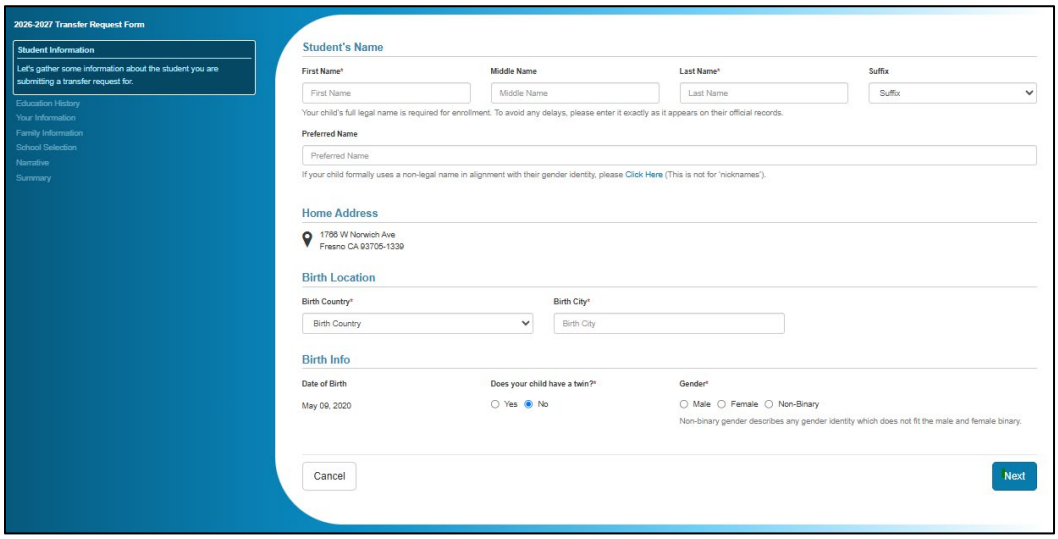


Step 5: Complete the Transfer Application

Complete all required sections:

- Student Information
- Education History
- Your Information (Parent/Guardian)
- Family Information

Fields marked with a red asterisk (*) are required.

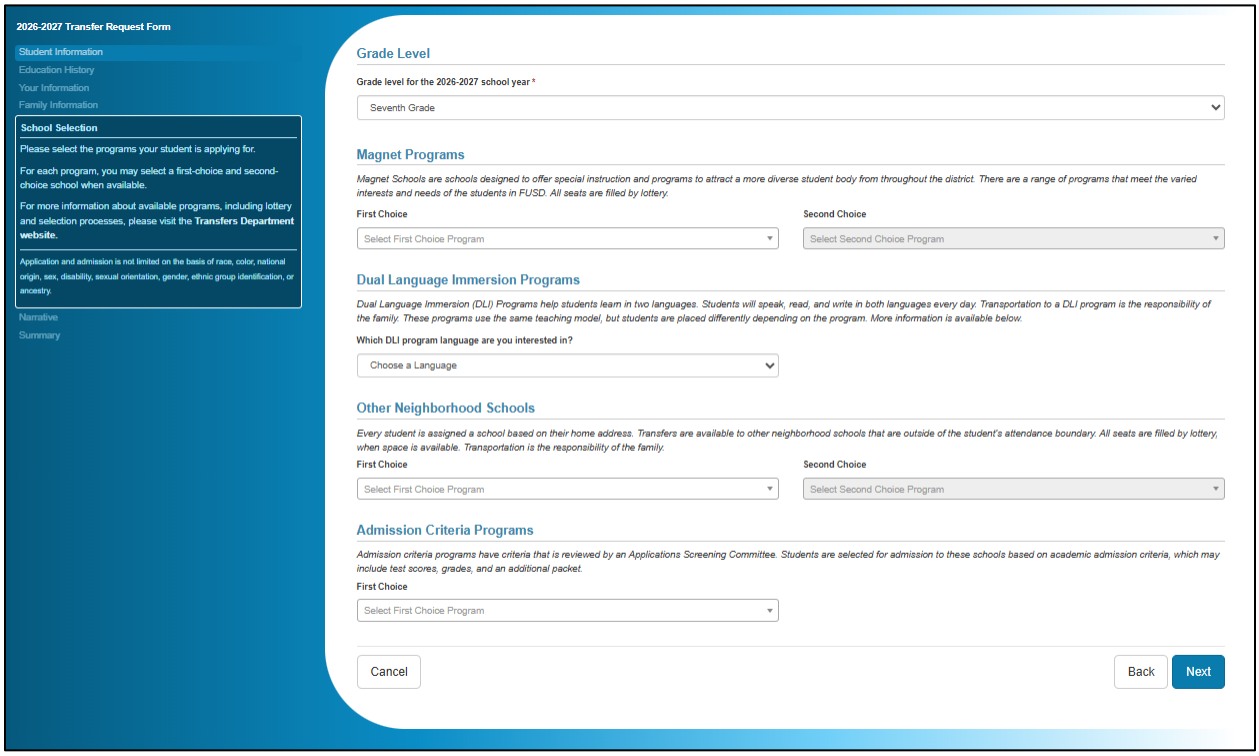


Step 6: Select Schools

Choose your student's grade level for the school year of the transfer request.

Important: If you are applying for next school year, select the grade level your student will be in next year.

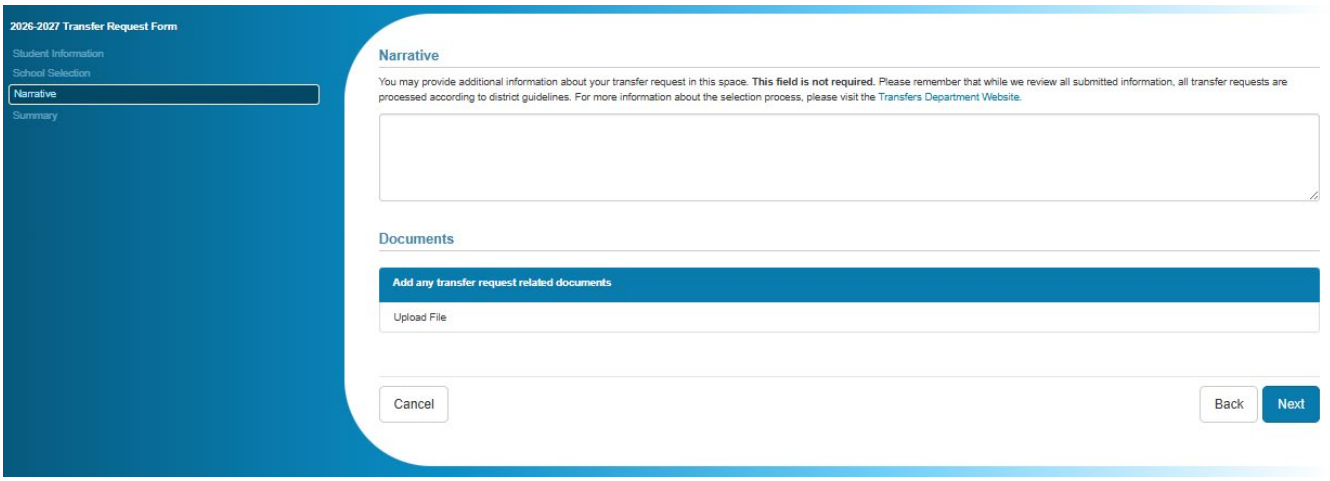
Available school options will be displayed based on the selected grade level. You are not required to make a selection in every section.



Step 7: Narrative and Supporting Documents

These fields are not required.

- Narrative: Type in any information the Transfers Department needs to be aware of. Please remember that while we review all submitted information, all transfer requests are processed according to district guidelines.
- Documents: Available if documents need to be provided. For instance, if student lives in another district and an employment transfer is being requested. The employment verification can be uploaded here.



Step 8: Review and Sign

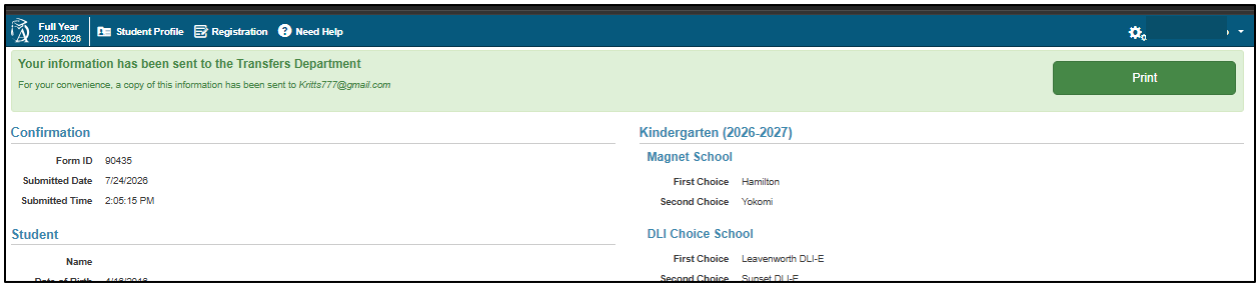
Review the information entered. Once the information has been validated, provide your electronic signature and submit the application.



Step 9: Confirmation

After the application is submitted, a confirmation page will appear. A confirmation email will also be sent to the email address associated with your Atlas Parent Portal account.

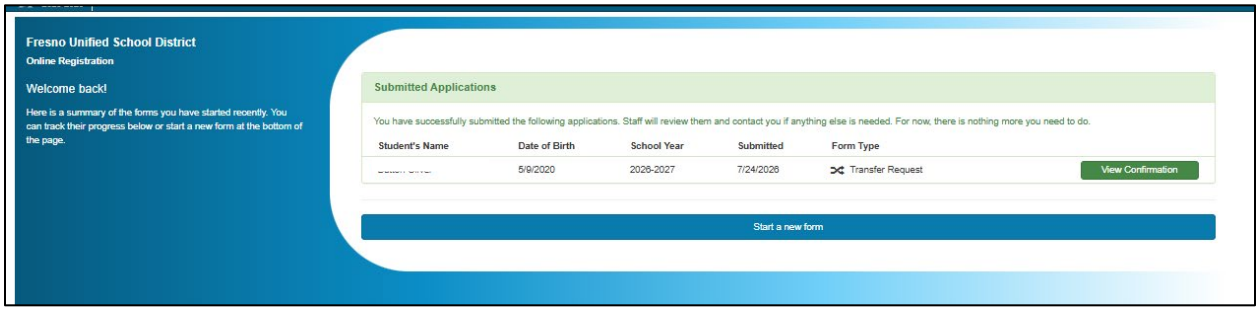
- Select **Registration** at the top of the page to view the status of any forms.



Step 10: View Completed Forms

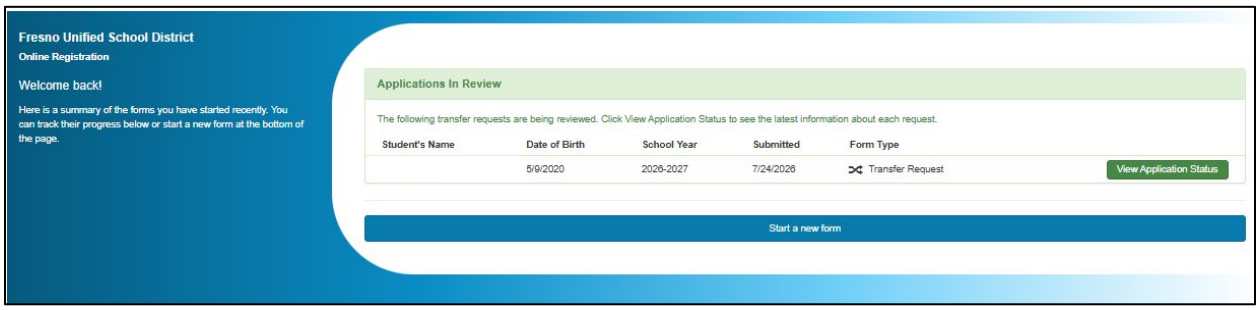
After selecting Registration at the top of the page, all forms will be available for viewing.

Select **View Confirmation** on submitted applications to return to the confirmation page.



Step 11: Monitor Application Status

After the Transfers Department processes your application, the green button will change to **View Application Status** which can be clicked on to view the status of your transfer request.



After clicking **View Application Status** you can monitor the status of the application. This is where you will accept or decline a placement offer if pulled in the lottery.

