

**Klein Independent School District
Intradistrict School Transfer Request**

**School Year
2016-2017**

There are four (4) reasons for an intradistrict transfer in KISD. Please mark the transfer which applies to your situation.

1. KISD Employee Child Transfer Employee worksite/Position _____
2. Child Care Transfer (Elementary and Intermediate only)

	<i>Office Use Only</i>
	<i>Date Verified</i>

 - A. Licensed Child Care Provider _____

<i>Name of Daycare Center</i>	<i>Phone Number</i>
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 - B. Non-Licensed Child Care Provider (Additional Form Required)
3. High school students requesting classes/courses that were listed on their four-year counseling plan during the year preceding the request and not offered at the home school.
4. High school students who move out of their current attendance zone to another KISD attendance zone following completion of the first semester of their junior year, or during their senior year.

Parent Name _____ Home Phone _____
 Address _____ Cell Phone _____
 City/Zip _____ Work Phone _____

<u>Student Name</u>	<u>Grade</u>	<u>Home School</u>	<u>School Requested</u>

Application must be made on a yearly basis for Intradistrict school transfers.

This transfer may be revoked by the building principal for the following reasons:

1. This transfer is conditional pending a review of the class sizes. **Transfers to schools that are at or near capacity will not be approved until after school starts in the fall semester.** Enrollment figures will be reviewed to determine if the transfer of this student has created the need for an additional teacher in order to meet the state-mandated pupil/teacher ratio. If this has occurred, the student will be assigned to the nearest school in which there is a classroom with fewer students than the limits imposed by state law.
2. If the student exhibits persistent disruptive behavior.
3. If the student exhibits excessive absence/tardies.
4. Circumstances deemed by the school and the district administration to be in the best interest of the school.

The giving of false or misleading information on student enrollment is a misdemeanor offense.

It is the responsibility of the parent or guardian to notify the District of any address changes, child care facility changes or child care provider changes for the students. These types of changes could result in the transfer being revoked.

I have read and understand the above information.

Parent Signature _____ Date _____

Office Use Only

Approved _____ Disapproved _____
Date *Director of School Administration*