

<b>FOR OFFICE USE ONLY:</b>	Date Received _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Effective Date _____
Date of Written Notification: _____	Student Id: _____			

Humble Independent School District  
**Transfer or Flex Zone Application**  
 For School Year: 20\_\_ - 20\_\_

This application is to be completed by a parent/guardian or person standing in parental relation to any student requesting a transfer from a school in one residential attendance zone within the District to another school within the District. This application must be completed and submitted to the Student Transfer Coordinator at the Humble ISD Administration Building to be considered for approval.

Student Name :	Last	First	Middle	Current Grade:	Current School Year:
Current Mailing Address:	Street			Student's Age:	Date of Birth:
Current Email Address:					
City	State	Zip		Home Phone:	
Name of Parents or Guardians:				Work Phone:	
Transfer From: School of Current Residence			Transfer / Flex to: Requested Assignment		
Special Services being provided at current school (Special Education, Section 504, G/T, ESL, Bilingual, etc.) include:					

**Please check below the reason this request is being made:**

Reasons for Approval	Reasons for Denial
<p>The following are the acceptable reasons for granting an intra-district transfer:</p> <p><input type="checkbox"/> <b>Flex Zone Option</b>                      <input type="checkbox"/> <b>I live in a Flex Zone and will ride Humble ISD bus.</b></p> <p><input type="checkbox"/> Elementary #28 (The Groves)  <b>Note: This falls under the general transfer request ; transportation is not provided.</b></p> <p><input type="checkbox"/> Schools of Choice Program – Kingwood Park High School</p> <p><input type="checkbox"/> Schools of Choice Program – International Baccalaureate (IB)</p> <p><input type="checkbox"/> High School Transfers related to the Spanish Immersion Program</p> <p><input type="checkbox"/> Change of Residence: Remain at current school until end of current school year</p> <p><input type="checkbox"/> Child(ren) of District employee attend school on campus where employee works</p> <p><input type="checkbox"/> Child(ren) of District employee attend school other than campus of employment</p> <p><input type="checkbox"/> Child(ren) of District employee (with currently approved transfer) -- employee's job location changes due to reassignment</p> <p><input type="checkbox"/> Child(ren) of District employee (with currently approved transfer) -- employee ceases to be a District employee during the school year [leave child(ren) at current campus until end of the current school year]</p> <p><input type="checkbox"/> Allow siblings to attend same school that another sibling currently attends</p> <p><input type="checkbox"/> Serious medical/mental/psychological health condition, documented by appropriate medical personnel, if the student's identified needs cannot be met at the home campus.</p> <p><input type="checkbox"/> Victim of a documented physical assault (if student committing the assault is at victim's home campus)</p> <p><input type="checkbox"/> Victim of documented bullying / harassment</p> <p><input type="checkbox"/> Documented, unresolved student conflicts exist that cannot be addressed at the home campus as determined by parent, campus, and respective Assistant Superintendent</p> <p><input type="checkbox"/> Other Extenuating Circumstances (must provide explanation under parent comments on page 2)</p>	<p>Reasons for denial shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Overcrowded condition at receiving campus or requires employment of additional staff</li> <li>• Record of poor attendance, late arrivals, late pick-ups, and/or disciplinary infractions at home campus</li> <li>• For purpose of participating in an extra-curricular activity at receiving campus</li> <li>• Previous transfer already granted for the year</li> <li>• Falsification of information</li> <li>• Failure to meet deadlines</li> <li>• Failure to meet district criteria for transfer</li> </ul>
	<b>Reasons for Revocation</b>
	<p>Reasons for revoking the transfer shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Repeated disciplinary infractions or the student commits a disciplinary infraction which mandates removal to a DAEP or JJAEP</li> <li>• Documented pattern of late arrivals, late pick-ups, and/or poor attendance</li> <li>• Falsification of information</li> <li>• Failure to provide documentation of occupancy of a residence when a temporary transfer is granted based on an intended residence</li> </ul>
<b>If the student is a Humble ISD employee's child, provide employee's name and workplace:</b>	
Employee's Name	Employee's Workplace

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

1. Transportation is to be provided by the parent or person standing in parental relation to the student for approved transfer **unless you reside in a Flex Zone.** (High school students are not guaranteed parking privileges, if applicable.)
2. The transfer, once approved, shall remain in effect as long as the original reason for the transfer exists and as long as the student remains in the same campus level (elem., middle, or high school); however, **the transfer application must be completed on an annual basis for all out-of-district employees only.**
3. The student will only be allowed one transfer during a school year.
4. Schools of Choice and General Transfers will not be accepted mid-year except for urgent or highly extenuating circumstances.
5. Transfer students must abide by the *Discipline Management Plan and Student Code of Conduct*. The principal may revoke the transfer for serious or persistent misconduct or shall revoke the transfer for any offense mandating a DAEP or JJAEP placement.
6. A transfer may be revoked for a documented pattern of late arrivals, late pick-ups, and/or poor attendance.
7. Any falsification of information shall cause this application for transfer to be denied and/or revoked.
8. Approval of an intra-district transfer does not guarantee UIL varsity athletic eligibility. Contact the District's Athletic Department to obtain an application regarding a UIL Residence Waiver, if applicable.

**NOTE:** If the transfer is denied, the parent/guardian may appeal the decision to the District Transfer Committee (see Intra-district Transfer Procedures).

**PARENT/GUARDIAN**

In signing this form, the parent or person standing in parental relation to the student confirms that he/she has read and understands the information listed on this form and in the "Intra-district Student Transfers" brochure and that the information provided is accurate.

Parent/Guardian Signature

Date

Parent comments:

**Complete the section below only if you are:**

- Humble ISD employee who lives out-of-District
- Senior who moved outside District boundaries and wishes to complete senior year at current campus
- Student who moved outside District boundaries and wishes to complete the current semester

**Instructions for Completing:**

- Students's Residence: Contact the district where you live for the district and campus numbers. Also, write the complete name of the school/campus and district of residence in the space provided.
- Inter-District transfers **will not be processed** if the information on this page is incomplete or illegible. Every blank must be filled in.

<b>Student Information</b>	
<b>Name:</b>	<b>DOB and Student ID#:</b>
<b>Name of School of Residence:</b>	<b>Name of District of Residence:</b>
<b>Campus #:</b>	<b>County Codes for District #:</b>

Listed below are county codes for several of the nearby districts. You must call your district for your campus number. If your district is not listed, you must call and ask for county number as well as the 3-digit campus number.

Aldine	101-902	Huffman	101-925
Channelview	101-905	Humble ISD	101-913
Cleveland	146-901	Klein	101-915
Crosby	101-906	New Caney	170-908
Galena Park	101-910	Spring	101-919
Houston	101-912		

----- DO NOT WRITE BELOW THIS POINT-----

**STUDENT TRANSFER COORDINATOR REVIEW**

Application meets one of the acceptable reasons for approval:  Yes  No

Approved  Denied Signature: \_\_\_\_\_

Comments:

**APPEAL TO DISTRICT TRANSFER COMMITTEE (if needed)**

Date Appeal Request Received: \_\_\_\_\_ Date of District Transfer Committee Meeting \_\_\_\_\_

Comments:

**Committee Decision:**

- Approved**
- Denied**

Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of Written Notification \_\_\_\_\_