

Student Administrative Services



APRIL 9 – 12, 2018 **ELEMENTARY TRANSFER ONLINE** **NUMBERING SYSTEM** **FOR 2018-2019 SCHOOL YEAR**

The Office of Student Administrative Services has an online numbering system for elementary transfer requests to reduce the need for long lines on the April 16th transfer request day.

Beginning **April 9 at 6:30 AM**, parents must log onto the Plano ISD website at <https://www.pisd.edu/transfer> to receive a number that will hold a place in line for requesting a transfer for the 2018-2019 school year. Online access will end April 12 at 5:00 PM.

Transfer day will be **Monday, April 16**, with doors opening at 7:45 AM at the Plano ISD Administration Building on 2700 W. 15th Street.

For more information regarding the Intra-District transfer process, please link to <https://www.pisd.edu/pisdtransfer>

Please note this is not an automatic approval for your transfer request. This is only an online numbering system to hold your place in line.

ON APRIL 9

Computer stations will be available on April 9th at the following Plano ISD location to accommodate anyone without computer/internet access:

6:30 AM – 8:00 AM

Plano ISD

Student Administrative
Services Office

5804 Coit Rd., Suite 102
Plano, TX 75023

TRANSFER DAY

Monday, April 16

Plano ISD

Administration Building
2700 W. 15th Street
Plano, Texas 75075

Doors open at 7:45 AM

*Must have online
transfer number
issued online.*