



STUDENT ADMINISTRATIVE SERVICES

DECEMBER 16 - 19, 2019 SECONDARY TRANSFER ONLINE NUMBERING SYSTEM FOR 2020-2021 SCHOOL YEAR

The Office of Student Administrative Services has an online numbering system for secondary transfer requests to reduce the need for long lines on the January 6th transfer request day.

Beginning **December 16th at 6:30 AM**, parents must visit 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 2020-2021 school year. Online access will end December 19th at 5:00 PM.

Transfer day will be **Monday, January 6th** 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/Page/535>

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 December 16

Computer stations will be available on December 16th 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, January 6
Plano ISD
Administration Building
2700 W. 15th Street
Plano, Texas 75075

Doors open at 7:45 AM

*Must have online number
issued during week of
December 16th*