

Transfer # _____

Full Day Prekindergarten Transfer Form

PLANO INDEPENDENT SCHOOL DISTRICT

Student Administrative Services Department

5804 Coit Rd., Ste. #102, Plano, Texas, 75023

Read conditions on reverse side before completing form. This form applies to all students admitted to the Full Day Prekindergarten Program who reside within the Plano ISD school boundaries but outside the attendance boundary of their home campus.

Student ID # _____

Name of Student _____ Grade PK (for year applying)

Birthdate _____ Sex _____ Transfer for School Year 2019 - 2020

Transfer From _____ School
(home assigned to your residence)

Transfer To: (Circle Full Day PK Campus)

Christie Elementary
Haggar Elementary
Jackson Elementary
Mendenhall Elementary
Sigler Elementary
Weatherford Elementary

Forman Elementary
Huffman Elementary
Memorial Elementary
Mitchell Elementary
Thomas Elementary

Reason(s) for Request To participate in the Full Day Prekindergarten Program

Name of Parent/Guardian _____

Address _____ City _____ Zip _____

Email Address _____

Home Phone _____ Business/Cell Phone _____

I attest in the preceding year the student has not engaged in conduct or misbehavior resulting in removal to an alternative education program or expulsion, the student has not engaged in delinquent conduct or conduct in need of supervision nor is on probation or is on other conditional release for that conduct, nor has the student been convicted of a criminal offense or is on other conditional release for an offense. I have read carefully, considered, and agree to ALL of the conditions as stated on the reverse side of this form. Falsifying, altering, or tampering with government documents are offenses subject to prosecution as a misdemeanor or felony under Penal Codes 37.02 and 37.10. A person who presents false enrollment documents is also subject to liability for tuition costs. Presentation of false information or neglecting to notify the school district of a change in the residency status, which results in lack of proof of residency in Plano I.S.D., will cause immediate withdrawal from school. I attest that all representations I have made in this document are true and correct.

Date Signature of Parent/Legal Guardian

Office Use ONLY: Approved _____ Denied _____

FULL DAY PREKINDERGARTEN TRANSFER GUIDELINES

Much consideration should be given on the part of the applicant as related to this transfer request. **The applicant should fully understand the rules and regulations contained herein.** Transfers to participate in a Full Day Prekindergarten school will be considered subject to the following conditions:

1. Full Day Prekindergarten transfer forms are distributed by the Early Childhood program staff, approved by the Director of Early Childhood, and are forwarded to Student Administrative Services. All students attending a Full Day Prekindergarten campus outside of their attendance zone must have a Full Day Prekindergarten Transfer Form approved before they are accepted at the school.
2. Once approved, a Full Day Prekindergarten transfer is effective for all years remaining at the school requested unless the school becomes overcrowded or the principal revokes the transfer. **No renewal** of a transfer is necessary while attending this campus. If the enrollment of a school reaches 100% capacity, Plano ISD administration reserves the right to return transfer students to their home school. An approval of one transfer does not guarantee the approval of future transfers to the next feeder school or the approval of siblings to the same campus. All criteria will be reevaluated at each level. When a change of levels is made (elementary to middle school, middle school to high school, etc.) a new transfer form and fee must be submitted.
3. The parent and student accepting a transfer agree to abide by the receiving school's standards for academic progress, attendance, discipline, and parental cooperation. To be considered for transfer a student must currently hold a good attendance, disciplinary, and academic record. School bus transportation is **NOT** provided to transfer students. Transfer students must be delivered and picked up on time. The school principal will **revoke** a transfer and return the student to the home school if there are excessive absences, tardies, or occasions when the student is picked up late, if the student violates disciplinary or attendance rules, if the student does not maintain a passing academic record, or if there is a lack of parental cooperation.
4. Pre-K students may reverse a transfer back to their home campus at the discretion of the Director of Early Childhood. All other students will not be allowed to transfer back to the campus assigned to the residence or to a new campus until the end of a semester.