



**January 3, 2018**  
**SECONDARY TRANSFER**  
**REQUESTS FOR 2018-2019**  
**SCHOOL YEAR**

Numbers to hold a place in line were issued through our online numbering system during the week of December 11, 2017.

We will begin accepting transfer requests *in number order* at 8:00 AM on **Monday, January 3** at the Plano ISD Administration Office, 2700 W. 15<sup>th</sup> Street.

<u>TIME</u>	<u>NUMBER</u>
8:00 AM	1 – 100
9:30 AM	101 – 200
11:00 AM	Closed for lunch
12:00 NOON	201 – 300
1:00 PM	301- 400
2:00 PM	400 +

**Numbers will be called in order at times listed above.**

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

**TRANSFER FEES**  
A transfer fee of \$50 must be submitted in cash or by credit card at the time you submit the transfer request. The fee will be waived if a letter from the Food and Nutritional Services Department is submitted confirming the student’s qualification for the Free or Reduced Lunch Program.

**NO TRANSFER LIST**  
We will not accept transfer requests to the campuses listed on the No Transfer List as they will not be open during the 2018-19 school year.

**TRANSFER DAY**  
Monday, January 3  
Plano ISD  
Administration Building  
2700 W. 15<sup>th</sup> Street  
Plano, Texas 75075

Doors open at 7:45 AM

*Must have online transfer number previously issued*