

Student Administrative Services



DECEMBER 11-14, 2017 **SECONDARY TRANSFER ONLINE** **NUMBERING SYSTEM** **FOR 2018-2019 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 3rd transfer request day.

Beginning **December 11 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 December 14th at 5:00 PM.

Transfer day will be **Wednesday, January 3**, 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 DECEMBER 11

Computer stations will be available on December 11 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 3

Plano ISD

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

Doors open at 7:45 AM

*Must have online
transfer number
issued online.*