

Student Administrative Services Department
1300 19th Street, Plano, Texas, 75024

Authority for Data Collection: Civil Action 5281, Section Planned Use of the Data: Administration of the transfer laws, rules and regulations.
Instructions: All requested information must be completed to process transfers for students within the State of Texas.

Student ID			Transfer Office Use Only				
STUDENT Information							
Legal Name: Last Name		First Name		Middle Name	Birthdate (mm/dd/yyyy)	Gender	Grade
SCHOOL/TRANSFER Information							
Attended Plano ISD	School Year	Yes No	Name of school campus serving your residence		Name of school district serving your residence		
Reason for Requesting Transfer:							
Sending County / District / Campus Number			If recently moved from Plano ISD boundaries, date moved:		Student qualifies for special services / programs: Special Education Bilingual Section 504		
Has your student previously enrolled in another Texas Public School		Yes No	List ALL Plano schools and grade levels previously attended				
Name of Plano ISD school(s) requested							
I affirm I am not requesting this transfer for athletic purposes or for participation in a UIL academic or music contest.							
PARENT / GUARDIAN Information							
Parent/Guardian WITH WHOM STUDENT LIVES: Last Name		First Name		Middle Name		Relationship to Student	
Street Address			APT #	City	State	Zip	Father Mother Other (list)
Email				Primary Phone			
If parent is a Plano ISD employee		Campus:			Position		

By signing below, you acknowledge you have read and understand the Inter-District Transfer Guidelines and that all information and required documents provided within this application packet, are true and accurate to the best of your knowledge. You are also agreeing you understand falsification of any information provided will result in immediate denial of your application and removal from Plano ISD.

If this application is submitted over the Internet or other electronic transmission, I understand that the typing of my name is an electronic signature.

Signature of Parent/Legal Guardian

Date

For Office Use Only:	Receiving Superintendent / Designee must complete this section	
	On this _____ day of _____, 20____	
	Transfer Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
	Extra-Curricular Eligibility Status: <input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible Date Eligible: _____ <input type="checkbox"/> N/A	
County-District Number: 043-110 Receiving Plano Campus Number: _____	Theresa Williams, Superintendent Gina Beville, Designee Signature: _____	
Phone: (469) 752-2250		Fax: (469) 752-3892

Plano Independent School District Inter-District Transfer Guidelines

The Plano ISD will begin accepting transfers for students that reside out of district for the upcoming school year beginning the third Monday of April. The Plano ISD Inter-district transfer allows students who do not live within the Plano ISD boundaries an opportunity to apply for enrollment to attend school in Plano ISD. The window to apply will close on the fourth Friday of June.

Campus Assignment

Plano ISD will accept applications for grade levels Kindergarten through 12th grade based on campus availability. The number of openings for transfer students is limited based on staffing and campus capacity.

Transportation

Plano ISD **DOES NOT** provide transportation to and from school for students who are approved for inter-district transfers. Transfer students must be dropped off and picked up on time.

Application Process

For enrollment in Plano ISD, parents must complete the inter-district transfer application packet which includes uploading all the required documents.

Application Timeline

Plano ISD will accept applications for out-of-district transfers beginning the third Monday in April until the fourth Friday in June.

Factors Considered in Approval

Factors considered for inter-district transfers include, but are not limited to: building capacity, current program or campus enrollment, growth projections, grade level enrollments, teacher allocations, professional staff allocations, and the student's behavior and attendance records.

Approval Process

Inter-district transfer application packets will be processed on a first-come basis and will be reviewed for eligibility. Upon approval, the parent/guardian may proceed with the Plano ISD online enrollment application process. A copy of the approved inter-district transfer will need to be uploaded on Step 8 of the online enrollment application.

Notification of Approval/Denial

Parents will be notified of acceptance or non-acceptance of their application via email. If approved, the communication will specify the campus the student has been approved to attend. Campus assignments cannot be changed.

Student Criteria for Approval

- ≥ 95% attendance for each class for the previous school year. Proof of attendance will need to be uploaded on the next page of this application packet.
- No infractions on the disciplinary record for the previous school year. Any record of in-school suspension, out-of-school suspension, or Disciplinary Alternative Education Placement will result in the inter-district transfer application being denied. The [Declaration of Student Discipline form](#) will need to be completed by the student's 2021-22 school year school's administrator and uploaded on the next page of this application packet. Do not submit this packet until you have this form completed.

Annual vs. Continuing Enrollment in Plano ISD

Inter-district transfers are approved for one school year only under Texas Education Code requirements. All inter-district transfer students must reapply and qualify annually. The parent/guardian will be notified when it is time to renew their inter-district transfer for the following year.

UIL

All UIL rules regarding student eligibility for competition will be followed. Approval for an out-of-district transfer does not verify the student's eligibility for competition under UIL rules. Students in athletics who move from one high school to another are ineligible for varsity competition for one year by UIL guidelines unless the UIL grants a residency waiver. Students may not transfer for athletic purposes.

Students may participate in athletics below the varsity level upon enrollment in Plano ISD as a transfer student.

Revoking a Transfer

Plano ISD inter-district transfer students must follow all Plano ISD transfer rules and regulations, including but not limited to district policies and regulations, the Student Code of Conduct, and attendance requirements.

Plano ISD Inter-district transfer students may have their enrollment revoked for, but not limited to, the following reasons as determined by Plano ISD:

- Disciplinary reasons (i.e. in-school suspension(s), out-of-school suspension(s), or Disciplinary Alternative Education Placement.)
- Must maintain ≥ 95% attendance
- Excessive tardiness
- Falsification of enrollment information
- Failure to provide timely transportation
- Failure to meet admission criteria as outlined in Plano ISD out-of-district guidelines
- Lack of parental cooperation