

# Applying for a Home Field Advantage Transfer

## CHANGE WHERE YOU LIVE, NOT WHERE YOU GO TO SCHOOL

The Home Field Advantage (HFA) transfer is designed to ensure that students can remain at a campus even if their family moves to another neighborhood during the school year. The program went into effect in May 2014 and will continue throughout the 2014-2015 school year.

The transfer application can be found **on the back of this handout** or from the Student Transfer Dept. website at [www.houstonisd.org/studenttransfers](http://www.houstonisd.org/studenttransfers).

### HOW TO FILL OUT THE HFA APPLICATION

1. Provide your child's name, new address, and other information requested in section marked STUDENT INFORMATION on the back of this handout.
2. Complete the section marked TRANSFER REQUEST. The field REASON FOR TRANSFER should be marked "Home Field Advantage."
3. Sign the HFA transfer request in the appropriate area.
4. Take the form to your child's school to be signed by the principal and processed.
5. The completed, signed transfer form will be submitted by the school to the Office of School Choice for appropriate action.

Every family that requests an HFA is making a verbal commitment to the school to keep their child enrolled until the student graduates. However, parents have the right to withdraw their children and enroll them in their zoned campus at any time. Transfers can take up to 24 hours to process.

### DOES HISD PROVIDE TRANSPORTATION TO MY CHILD'S SCHOOL FROM MY NEW ADDRESS?

Yes, transportation is provided for Home Field Advantage transfers if you remain within the HISD boundaries and your new address is more than two miles from the school.

For more information on transportation options, talk to your school's office.

### WHERE DO I OBTAIN MORE INFORMATION?

Contact your school's main office or the HISD Transfers Dept. at [studenttransfer@houstonisd.org](mailto:studenttransfer@houstonisd.org).



**APPLICATION FOR STUDENT TRANSFER**  
**STUDENT TRANSFER DEPARTMENT**  
**HOUSTON INDEPENDENT SCHOOL DISTRICT**

ID Number: \_\_\_\_\_

4400 W. 18<sup>th</sup> St.

Houston, Texas 77092-8501

Phone (713) 556-6734 Fax (713) 556-6784

NEW

RENEWAL

DATE: \_\_\_\_\_

**STUDENT INFORMATION**

|   |  |   |   |  |               |          |            |
|---|--|---|---|--|---------------|----------|------------|
| <b>Student Name (Last, First, Middle Initial)</b> |  | <b>Date of Birth</b>  |   | <b>Gender</b><br><input type="checkbox"/> Male <input type="checkbox"/> Female |               |          |            |
| Student Ethnicity                                 | <input type="checkbox"/> American Indian / Alaskan<br><input type="checkbox"/> Asian | <input type="checkbox"/> Black / African-American<br><input type="checkbox"/> Hispanic / Latino | <input type="checkbox"/> Native Hawaiian / Pacific Islander<br><input type="checkbox"/> White |  |               |          |            |
| Student Address                                   | Street number  | Street Name   | Apt#  | City   | State         | Zip Code | Home Phone |
| Student Lives with:                               | Mother   | Father  | Both  | Other (Name/Relationship)  |               |          |            |
| Father / Guardian Name (Last, First)              | Work Phone   |   | Cell Phone  |  | Email Address |          |            |
| Mother / Guardian Name (Last, First)              | Work Phone   |   | Cell Phone  |  | Email Address |          |            |
| Is Parent / Guardian an HISD employee?            | Yes  | No  | If yes, give location:  |  |               |          |            |

**TRANSFER REQUEST**

|   |  |  |                          |
|---|--|--|--------------------------|
| <b>Transfer Request for current year?</b>   | <b>or next school year</b>                   | <b>Grade for school year of application:</b> _____ |                          |
| School district in which student resides  | School student would attend in that district |  |                          |
| School last attended  | District                                     | School Year  |                          |
| Did student use a transfer last semester?   | Yes  | No   | If yes, to which school? |
| To which school is the transfer requested?  |  |  |                          |
| Reason for Transfer: Home Field Advantage   |  |  |                          |
| <b>Signature below certifies that all the information above is true and accurate to the best of my knowledge. If a transfer is granted on false information, it is subject to revocation. I understand that I am making a one year commitment. Transfers must be renewed each year.</b> |  |  |                          |
| Signature of Parent or Legal Guardian   |  |  |                          |

**SCHOOL/REGION USE ONLY—DO NOT WRITE BELOW THIS LINE**

**All original Special Transfers must be signed by the Receiving Principal**

**Receiving Principal's Recommendation**

**Granted**  **Denied**

\_\_\_\_\_  
Signature of Receiving Principal

\_\_\_\_\_  
Date

**TRANSFER DEPARTMENT USE ONLY—DO NOT WRITE BELOW THIS LINE**

**Application**

Granted      Denied

Reason Denied

\_\_\_\_\_  
Signature of Student Transfer Department

\_\_\_\_\_  
Date

Transfer Type: \_\_\_\_\_