

Procedure for requesting the release of a student for enrollment:

1. Principals should identify and authorize the appropriate staff to send requests to the FSC@houstonisd.org mailbox to request release of students who are attempting to enroll.
2. Principal sends an email to FSC@houstonisd.org stating who is authorized to send emails for students to be released.
3. The receiving campus must e-mail any request that students be released from another campus to the FSC@houstonisd.org, **including their school name in the subject line of the email:**

Subject: Release of students for (Campus Name)

For each student, list:

STUDENT NAME **LOCAL ID NUMBER** **SENDING SCHOOL**

4. Send all requests to the FSC@houstonisd.org mailbox, DO NOT send requests to individual staff members. The staff member may not be on duty and your request will go unanswered.
5. The FSC staff will release the student(s) from the sending campus.
6. The FSC mailbox will be available for releasing students from August 9, 2021, through August 20, 2021. After August 20, 2021, all requests must be made to the campus in which the student appears as enrolled.

Release of Students in PowerSchool SIS Fall 2021-2022 Enrollment

Students who have moved from one address to another or who have obtained a transfer during the summer may need to be withdrawn from one HISD school before they can enroll in another HISD school. The Federal and State Compliance staff will work with all schools to help expedite this process. A request to withdraw a student must only be made if the parent or adult student requests to enroll at the school with proof of residence or has an approved transfer from the Office of School Choice (Student Transfer Department). The Office of School Choice will be providing FSC with a list of students that have secured a Confirmed-YES School Choice application for the 20212-2022 school year for release.

Please refer to the following scenarios to determine appropriate steps:

1. Previous HISD student moves over the summer and is now zoned to a new school:
 - On August 9, 2021, the new school can submit an e-mail request to Federal & State Compliance via the process below.
2. Previous HISD student moves over the summer and is now not zoned to the previous campus of enrollment:
 - Student will need to submit a School Choice transfer application for approval prior to enrollment. FSC will not be able to release the student for enrollment.
3. A zoned student who previously indicated that he/she would attend another school on an approved School Choice transfer has decided to attend his/her zoned school instead:
 - On August 9, 2021, the zoned school can submit an e-mail request to Federal & State Compliance via the process below.

Students always have the option of enrolling in their zoned school despite having an approved School Choice transfer to another school.

1. A student with a transfer approved by the Office of School Choice is attempting to enroll in the transfer school but is currently shown as enrolled in another school:
 - On August 9, 2021, the new transfer school can submit an e-mail request to Federal & State Compliance via the process below.

Under no circumstance should a non-zoned student without a transfer approved by the Office of School Choice be allowed to attend class.

2. A non-zoned student without an approved School Choice transfer is attempting to enroll:
 - If the student is new to HISD or returning after a 1-year absence, the parent should submit an on-line application at ChooseHISD.com
 - The last day for an enrolled 2020-2021 HISD student to apply for a School Choice transfer was March 12, 2021. Last day for campuses to process confirm-YES School Choice applications submitted on this day was April 9, 2021.

There is no need to send a parent to the Office of School Choice at the Hattie Mae White ESC to get a transfer. Please refrain from unnecessarily sending families to the Hattie Mae White ESC.

Only after the transfer has been approved by the Office of School Choice, the new school should attempt to contact the last school to have a "Left Record" entered, thus releasing the student for enrollment in the new school.

- On August 9, 2021, the new school can submit an e-mail request to Federal and State Compliance via the process above.

Under no circumstance should a non-zoned student without an approved transfer from the Office of School Choice be allowed to attend class.