

Program Choice Transfer Request - Parent/Guardian

About School Choice	Student Transfer Application Process
<p>The Houston Independent School District promotes the concept of neighborhood schools and community involvement. Each school in the district serves a specific attendance zone and a student is zoned to that school based on the address provided by their parent or legal guardian. When the family wishes to attend a school that is not their zone school, a student transfer request is required.</p> <p>A choice or program student transfer shall be granted to a student who meets the eligibility criteria and qualifications for the specific program requested when there is space available with principal approval. Transportation may be provided in accordance with established student transfer guidelines. All choice/program transfers will follow the same application processes and timelines.</p>	<ol style="list-style-type: none"> 1. Parent/Guardian enters the required student information into the online Student Transfer Application on paper or online via the School Choice portal 2. Make sure to complete all fields 3. Select a school choice from the list 4. Checks the reason for the transfer request 5. If the transfer reason is eligible for transportation, the parent/guardian will need to complete the transportation request section. NOTE: (Failure to complete the transportation request may prevent the student from riding the bus on the first month of school.) 6. Review the Transfer Application for accuracy 7. Click Submit to send the student transfer request for approval 8. If the parent/guardian enters an email in the student transfer application, they will receive an email notification as to the final status of their child's transfer request. If the parent/guardian did not submit an email then they will receive a phone call from the Student Information Representative – SIR from the requested school of choice. 9. Upon receiving notification that their child's transfer has been approved, the parent/guardian will have 10 school days to register and enroll their child at the requested school of choice
<p>Status of Request</p> <p>A status notification is sent to the parent/guardian's email after an application has been submitted.</p> <p>Parents/guardians should contact the requested campus or the Office of School Choice via: <i>Phone: 713-556-6734</i> <i>Email: studenttransfer@houstonisd.org</i></p>	

Frequently Asked Questions

- **I do not have access to a computer to fill out the form online. What do I do?**
Contact the campus and a Student Transfer Analyst will assist you in completing the form.
- **How do I apply online?**
The Student Transfer Application paper form or the online Program Choice Transfer link can be accessed through the School Choice website
- **Can I submit more than one application?**
Yes, each application must contain a different transfer reason
- **Who can I contact for more information?**
Contact the Student Transfer Department 713-556-6734 (studenttransfer@houstonisd.org)
- **What do I need to do after transfer is approved?**
The parent/guardian had 10 days from date of approval to complete enrollment for their student at the school of choice.
I received notification that my child's transfer has been approved. What do I do now? *The parent/guardian has 10 school days to complete the student's registration/enrollment at the school of choice with the Student Information Representative or Registrar.*
- **Will my child have multiple transfers approved in one school year?** *No, once one transfer reason has been approved, all other transfer requests to the same requested school and other requested schools will be voided.*
- **I have submitted a Magnet application for my child, should I also do an online student transfer application?** *Many HISD schools have different transfer options that a student can request in order to enroll. If you are not sure of the other student transfer reasons available, please contact the Office of School Choice at 713-556-6734 or email Studenttransfer@houstonisd.org. Please give us the name of the school of choice, the name of the student, the grade level of your child and if possible, your child's HISD ID when calling our office or emailing our inbox*
- **If I don't request transportation at the time I submit my child's transfer application, how would I be able to request transportation at a later time?** *If you do not select the transportation option when requesting a student transfer, your child may not be guaranteed transportation. You will have to call the Transportation Department Customer Care Team at 713-556-9400 for further information on how to receive transportation for your child due to a hazardous walk path, if your residence is beyond 2 miles from the zoned school or your child was approved for a transfer eligible to receive transportation.*
- **I missed the transfer application submission window, what can I do?** *If you are new to HISD and your child did not attend an HISD school last school year, then you can submit your student transfer request. If your child attended one of our HISD schools last school year, you will have to apply during the student transfer application window for the following school year.*