

**Application for Elementary Intra-District Transfer**

*Transfer applications must be renewed each school year.*

Date: \_\_\_\_\_

1. Transfer request for school year \_\_\_\_\_

2. Student ID number \_\_\_\_\_

3. Legal name of student \_\_\_\_\_  
*last first middle*

4. Student's date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age \_\_\_\_\_ Sex  male  female

5. Present address/phone number of parent or legal guardian  
\_\_\_\_\_  
*street city zip phone #*

6. With whom does the student live as a permanent resident?  Both Parents  Father  Mother  Other

7. Address/phone where student resides  
\_\_\_\_\_  
*street city zip phone #*

8. Father's name \_\_\_\_\_ Business telephone \_\_\_\_\_

9. Mother's name \_\_\_\_\_ Business telephone \_\_\_\_\_

10. From which school and grade is transfer requested? school \_\_\_\_\_ grade \_\_\_\_\_

11. To which school is the transfer requested?  
**PEG transfer options from Houston Elementary: Anderson Elementary, Armstrong Elementary, or Runyan Elementary**  
*1st choice* \_\_\_\_\_ *2nd choice* \_\_\_\_\_

12. Please initial your agreement of each statement.

\_\_\_\_\_ Transfers will be processed as staffing, space availability, and programs are available.

\_\_\_\_\_ I understand that my child can continue this transfer until the student completes the highest grade on the receiving campus, the school from which the child transferred is no longer identified as PEG, or the assignment of the student to a campus that is not on the PEG list as a result of redrawn attendance boundaries or student movement into a different attendance area.

\_\_\_\_\_ I agree that transportation to and from the requested transfer campus will be my responsibility.

**Received and Forwarded** \_\_\_\_\_  
*Signature of Home Campus Principal Date*

**Approved**  **Not Approved** \_\_\_\_\_  
*Signature of Assistant Superintendent for Elementary Education Date*

**Transfer Code**  \_\_\_\_\_  
*Campus assigned*

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