

**Pasadena Independent School District**  
**2021-2022**  
**OUT-OF-DISTRICT TRANSFER APPLICATION**

Thank you for your interest in enrolling your child in Pasadena ISD through the Limited Open Enrollment/Out-of-District Transfer program. *Because the application process can take 7-10 days to complete, it is imperative that your child remains enrolled at their current school until you receive confirmation that the transfer is approved.* A district panel reviews all applications. If attendance, grades, discipline, and Special Program availability meet the guidelines established by Pasadena ISD, the application is forwarded to the requested campus. The campus principal makes the final decision on transfer applications.

When turning in your application, you must provide your child's 2020-2021 school records (August 2020 – Present). Transfers will be processed only when all required documents are submitted.

Required documents include:

- 1. Completed Transfer Application**
- 2. Report Card/Grade Report**
- 3. Attendance Report**
- 4. Discipline Report or Statement of No Discipline from Previous School**  
If your child had no discipline issues, please ask his/her school to give you something in writing, on school letterhead, that states there were no discipline issues.
- 5. Most recent ARD document (only applicable if student receives Special Education Services)**
- 6. If applying under the grandparent clause, both the parent and grandparent must provide two proofs of residence with the application. The grandparent's address determines the school the student is eligible to attend. THE PARENT MUST ENROLL THE CHILD.**

Applications and required documents should be submitted to:

**Student Services**  
1515 Cherrybrook Ln  
Pasadena, TX 77502

or emailed to  
TRANSFERS@pasadenaisd.org

Parents will be notified via email with a final transfer decision.



2021-2022

# OUT-OF-DISTRICT TRANSFER APPLICATION

FOR OFFICE USE ONLY
___ Employee's Student
___ Grandparent Clause
___ Limited Open Enrollment
___ PEG

**NOTE TO PARENTS:** Transfers will be processed only when attendance, discipline, and grades from the child's prior school is submitted.  
Do not withdraw your child from their current school until you receive confirmation that the transfer is approved.  
Transfers could take up to 10 days to process.

Printed Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Gender  Male  Female

Requested PISD Campus	Student's 2021-2022 Grade Level
Student's Zoned Campus (where home is located)	Student's Zoned District (where home is located)
Last Campus of Enrollment	Last District of Enrollment
Is Student Currently Enrolled <input type="checkbox"/> YES <input type="checkbox"/> NO      If no, when was student withdrawn? ____/____/____	

### Printed Parent/Guardian's Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Required – Parent will be notified via email when application is approved/denied.

Reason for Transfer: \_\_\_\_\_

**GRANDPARENT CLAUSE:** If enrolling under the Grandparent Clause, the grandparent's address determines the school the student is eligible to attend. The parent must complete the transfer application in Student Services and enroll the child at the campus. Both the parent and grandparent must provide two proofs of residence with this application.

\_\_\_\_\_ Parent's initials (only if enrolling under the Grandparent Clause)

## Please read the following sections carefully.

### DAEP ASSIGNMENT

My child was enrolled, attended or was assigned to a disciplinary alternative education program (DAEP) during the most recent school year and/or previous school year.

Yes  No

If you answered yes, please describe the behavior that resulted in assignment to a DAEP.

How did you hear about Pasadena ISD's open enrollment?  Friend  PISD Staff  Social Media Post  Social Media Ad  
 Movie Commercial  Website  Other

## SPECIAL SERVICES

My child received the following services at his/her most recent school and/or the previous school year.

YES	NO	
		Bilingual
		English as a Second Language Program
		Dyslexia Program
		Gifted/Talented Program
		Prekindergarten
		Section 504 Placement
		RTI Behavior

### Special Education

YES	NO	
		Speech
		Academic
		Behavior
		Other

If you answered YES to any of the above Special Education services, please describe.

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**IF YOUR CHILD RECEIVED SPECIAL EDUCATION SERVICES, ATTACH A COPY OF THE MOST RECENT ARD DOCUMENT.**

**If you checked YES for the services above, please complete the following, and provide school records describing the nature of the services received in the most recent school year and in the previous school year.**

Current School or District: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Pasadena Independent School District**  
**Out-of-District Transfer Agreement**  
**2021-2022**

**A transfer that would limit the educational opportunities of resident students shall not be approved.**

**The Superintendent has the authority to accept or reject any transfer request, provided that such action is without regard to race, religion, color, sex, disability, or national origin.**

**Transportation shall not be provided for out-of-district transfer students.**

**REVOCATION** The Superintendent has the authority to revoke out-of-district transfers as provided in the transfer agreement. Students who transfer into the District shall follow all rules and regulations of the District, including, but not limited to, District policies and regulations, the Student Code of Conduct, and attendance requirements. Failure to fulfill any of these responsibilities may result in the revocation of the transfer agreement.

*Please initial the following:*

\_\_\_\_\_ I have included a copy of my child's report card, attendance record, discipline report, and ARD document (if applicable) for the previous school year.

\_\_\_\_\_ I understand that, if approved, this request is granted conditionally on student behavior. This transfer can be revoked at any time including, but not limited to, during the school year, if my student engages in serious or persistent misbehavior that violates the Pasadena ISD Student Code of Conduct.

\_\_\_\_\_ I understand that, if approved, this request is granted conditionally on attendance, including tardies. This transfer can be revoked at any time including, but not limited to, during the school year, if my student is truant, accumulates more than 10 absences and/or excessive tardies.

\_\_\_\_\_ I understand that transportation to and from the assigned school is my responsibility and **my child CANNOT ride the bus.**

\_\_\_\_\_ I understand that falsification of information is a Class A Misdemeanor, which can lead to legal action and will lead to revocation of this agreement.

\_\_\_\_\_ I am aware the UIL eligibility limitations regulating high school varsity athletics, academic competition, and music competition for nonresident transfers can be found on the Pasadena ISD website.

\_\_\_\_\_ Once the student is enrolled in Pasadena ISD, I understand that Pasadena ISD must request records from my child's previous school. This transfer may be revoked if the records received contradict the information I provided with this application.

\_\_\_\_\_ I understand that I must apply annually for an out-of-district transfer for my child during the Open Enrollment Transfer period. Failure to do so will prevent my child from attending a Pasadena ISD school.

\_\_\_\_\_ **Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Pasadena ISD employees must provide the following information.**

Lawson ID # \_\_\_\_\_ Work Location \_\_\_\_\_ Job Title \_\_\_\_\_

**GRANDPARENT CLAUSE:**

I am the grandparent of the student. I do provide substantial care for the student before and/or after school.

\_\_\_\_\_ **Grandparent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>FOR DISTRICT USE ONLY</b>		<b>Student ID #</b> _____
_____	_____	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
<b>Principal Signature</b>	<b>Date</b>	
_____	_____	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
<b>Superintendent Signature</b>	<b>Date</b>	