



# Intra District Transfer

## (Campus-to-Campus)

**This section to be completed by parent/guardian:** Date \_\_\_\_\_

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

School Year for which request is being made: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Reason for transfer request: \_\_\_\_\_

\_\_\_\_\_

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

***This section to be completed by campus principal(s):***

*Both the transferring and receiving principals have to approve the transfer before it is granted.*

Transferring Campus: \_\_\_\_\_ Approved: \_\_Yes \_\_No

Transferred by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal's Signature)

Receiving Campus: \_\_\_\_\_ Approved: \_\_Yes \_\_No

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal's Signature)

**Completed form must be returned to Emmaleta Clark in the Student Support Services department: [Emmaleta.Clark@desotoisd.org](mailto:Emmaleta.Clark@desotoisd.org)**

NOTE: Parents and students are to assume responsibility for satisfactory attendance, discipline, achievement of the student, and cooperation with the school staff while at the transfer school. When these responsibilities are not met, the transfer will be revoked. Transportation is the responsibility of the parent unless otherwise provided for by DeISD policy.

NOTE: Texas Penal Code, Section 37.10 regarding TAMPERING WITH A GOVERNMENTAL RECORD states that (a) a person commits an offense if he or she, (1) knowingly makes a false entry in, or false alteration of, a governmental record; (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record; (3) intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record. An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a state jail felony.

**I have read and acknowledge the information provided in this section.**

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