



BURNET CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

208 E. Brier Street • Burnet, TX 78611
Phone (512) 756-2124 • Fax: (512) 756-7498 • www.burnetcisd.net

INTRA-DISTRICT STUDENT TRANSFER REQUEST – 2018-2019 SCHOOL YEAR

_____	_____	_____
Name of Student	Age	Grade
_____	_____	_____
Campus Assigned to by Resident Address	Campus Requesting Permission to Attend	

Reason for Transfer Request:

_____	_____	_____
Parent Name – Please Print	Mailing Address/City/State/Zip	Physical Address/City/State/Zip

_____	_____	_____
Home Phone	Work/Cell Phone	Email Address

NOTIFICATION TO PARENTS:

This request for an intra-district transfer is made with a full understanding of and agreement to the following conditions:

1. A new transfer request must be completed for each student on an annual basis. Requests for the 2018-2019 school year must be received by the Central Office during the transfer window of April 2 – April 30, 2018. Acceptance or denial of your request will be communicated in writing no later than August 10, 2018.
2. Transfer requests will be approved based on availability of seats, good attendance records, and good conduct records.
3. If the student’s reassigned classroom or campus should become overcrowded or if the student does not maintain good attendance and conduct, the transfer may be revoked.
4. Parents will be responsible for transportation to the requested school.

_____	_____
Signature of Parent	Date

INSTRUCTIONS: Parents should complete the transfer request (one per student) and return the form to the BCISD Superintendent’s Office located at 208 E. Brier Street, Burnet. Questions? 512-756-2124

For school use only

Approved *Denied*

Signature of Superintendent/Date _____

_____	_____
Signature of Sending Campus Principal/ Date	Signature of Receiving Campus Principal/Date