



5. All transfer requests will be made based upon the date and time request was received at the campus and/or district office.
6. The student's family shall provide transportation when the parent requests the transfer.
7. A decision to grant or deny the requested transfer will be made on the tenth (10th) day of school.
8. The transfer students must maintain a good attendance record, good conduct, and good citizenship grades or the reassignment may be canceled.
9. If this transfer is not approved, the parent/guardian will be notified by mail and/or phone using the mailing address and/or home phone number on this form.

The administration will assume that all students that are not in attendance by the end of the third day of the beginning of school are not going to attend a CCISD school. Students returning to CCISD after the third day must reapply for a transfer if they still desire it. Exceptions to this policy will be made only if the principal of the campus is notified prior to the end of the third day of school.

**This form must be completely filled out in order to have your request reviewed.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

The undersigned principals hereby certify compliance with the aforementioned paragraphs of this Request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal - current school

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal - receiving school

*\*The administrator recommending that the request be NOT APPROVED should state the reason that explains why the transfer has been denied.*

- [ ] Approved  
[ ] \*Not Approved

\*Reason \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent or designee

**\*\*Deadline for 2023-2024 school year will be June 23, 2023 \*\***