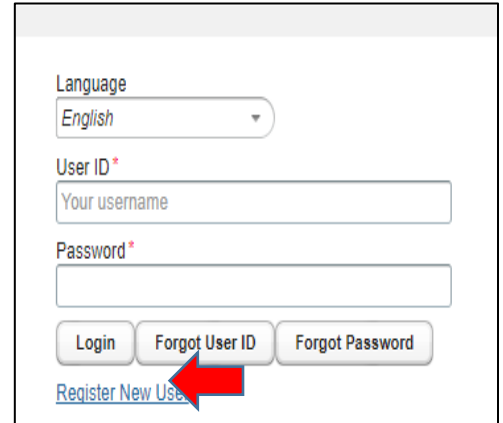


Instructions for Submitting a Transfer Request

Use the following link to access the Online Registration/ Transfer Application site: <https://teams.lubbockisd.org/registration/>

Families who have a student that already attends Lubbock ISD: enter the Gradebook User ID and password. **The Transfer Request process will begin January 6, 2021 at 8:30 a.m.**

Families who are brand new to Lubbock ISD and have no other students in Lubbock ISD: click “Register New User” and proceed to create your online registration account. **The Transfer Request process will begin January 6, 2021 at 8:30 am.**



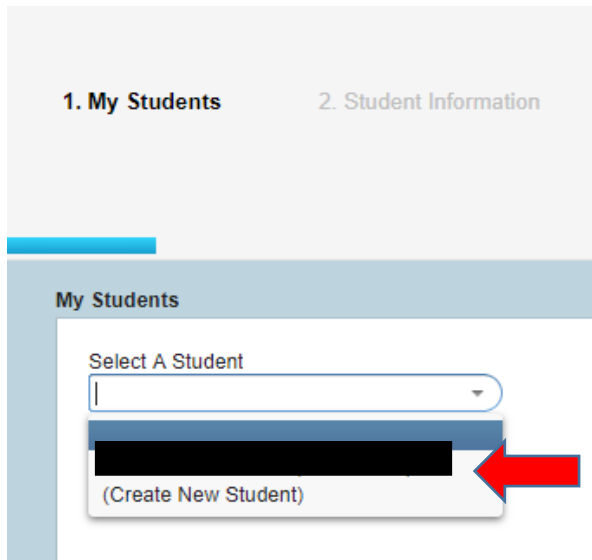
Language
English

User ID*
Your username

Password*

Login Forgot User ID Forgot Password

[Register New User](#)



1. My Students 2. Student Information

My Students

Select A Student

(Create New Student)

1. My Students Screen:

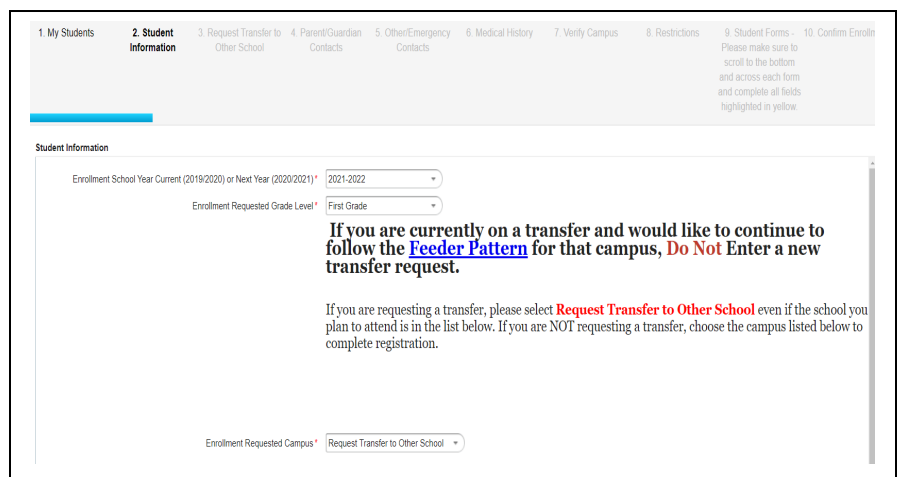
Once you have logged into the registration portal, you will choose the student for whom you are completing the transfer request, or if student is new to LISD, choose Create New Student.

Once completed, click “Next” in the lower right corner.

2. Student Information Screen:

Complete the requested student information, but **DO NOT SELECT A CAMPUS AT THIS POINT.**

In the field “Enrollment Requested Grade Level,” select the grade level in which your child will be enrolled for the 2021-22 (next) school year. You must select this box and change the grade level if it shows the 2020-21 (current) grade level.



1. My Students 2. Student Information 3. Request Transfer to Other School 4. Parent/Guardian Contacts 5. Other/Emergency Contacts 6. Medical History 7. Verify Campus 8. Restrictions 9. Student Forms - 10. Confirm Enrollment

Please make sure to scroll to the bottom and across each form and complete all fields highlighted in yellow.

Student Information

Enrollment School Year Current (2019/2020) or Next Year (2020/2021)* 2021-2022

Enrollment Requested Grade Level* First Grade

If you are currently on a transfer and would like to continue to follow the [Feeder Pattern](#) for that campus, Do Not Enter a new transfer request.

If you are requesting a transfer, please select **Request Transfer to Other School** even if the school you plan to attend is in the list below. If you are NOT requesting a transfer, choose the campus listed below to complete registration.

Enrollment Requested Campus* Request Transfer to Other School

In the field “Enrollment Requested Campus,” scroll and select “**Request Transfer to Other School.**” Again, **DO NOT SELECT A CAMPUS AT THIS POINT.** Once completed, click “Next” in the lower right corner.

3. Transfer Request Screen:

Transfer Request Type:

1. If you live in LISD address boundary select- **Open Campus**
2. If you do not live in LISD address boundary, select - **Out of District**

Transfer Reason:

Select Transfer Reason: Select the reason you are requesting a transfer. This will be based on your 1st choice campus.

- Dual Language** – (Harwell, McWhorter)
- Early College High School** - (Estacado Only)
- Magnet** - (Talkington or Commander William C McCool Only)
- ROTC** - (Estacado or Lubbock High Only)
- Specialty** – Any campus with a special program
- Standard Transfer** – All other transfer request

Transfer to School:

Select your campus choice:

1st Choice School (Specialty, Dual Language, ROTC, Magnet)

2nd Choice School (Magnet)

The screenshot shows a web form for a transfer request. At the top, there is a dropdown menu for 'Transfer Request Type' with 'Open Campus' selected. Below it is a red instruction: 'Please select a reason: If Magnet is selected for the reason, Talkington MW, or Commander William C. McCool Academy must be the 1st choice. 2nd choice can be the other magnet school or a specialty campus. If Standard, Specialty, Dual Language or ROTC is selected for the reason then one choice of schools may be selected from the list of open campuses. A second choice will not be evaluated for a transfer request.' Below this is another dropdown for 'Transfer Reason' with 'Standard Transfer' selected. A note says 'Please select the school to which you would like to request a transfer.' Underneath, there is a section for 'Transfer To School' with 'Albesson Elementary School' selected. A second note says 'Please select the school to which you would like to request a transfer.' At the bottom, there are two dropdowns for 'Transfer - 1st Choice School' and 'Transfer - 2nd Choice School', both with 'Albesson Elementary School' selected.

If your student is a current LISD student, click “Next” in the lower right corner. You do NOT need to upload any documentation.

If your student is NOT currently an LISD student, upload the stated documentation found below:

The screenshot shows a progress bar at the top with 10 steps: 1. My Students, 2. Student Information, 3. Request Transfer to Other School (highlighted in blue), 4. Parent/Guardian Contacts, 5. Other/Emergency Contacts, 6. Medical History, 7. Verify Campus, 8. Restrictions, 9. Student Forms - Please make sure to scroll to the bottom and across each form and complete all fields highlighted in yellow., 10. Confirm Enrollment. Below the progress bar is a section titled 'Request Transfer to Other School'. It contains three paragraphs of instructions and lists of required documents. The first paragraph states that if the student is coming from outside of Lubbock ISD, the parent is responsible for acquiring and uploading documents. The list includes Attendance Records (Fall 2020) - Out of District Transfer Verification Form, Behavior/Discipline Documentation on school letterhead (Fall 2020), and a note about self-contained special education classes. The second paragraph states that if the student is new to Lubbock ISD and applying to attend Kindergarten at a campus other than their neighborhood school, the parent should upload Birth Certificate and Current Immunization Records. The third paragraph states that if the student is coming from outside of Lubbock ISD and receives special services, the parent should upload the most recent documentation relating to those services.

Some documents may need to be combined in a single PDF scan because only three attachment uploads are available.

The screenshot shows two rows of documentation upload fields. The first row is labeled 'Documentation from website list' and has a dropdown menu with 'Transfer Documentation-1 | 2021-2022' selected. Below the dropdown are buttons for 'Choose File' (with 'No file chosen' text), 'Add Attachment', and an empty text input field. The second row is labeled 'Additional Documentation' and has a dropdown menu with 'Transfer Documentation-2 | 2021-2022' selected. Below the dropdown are buttons for 'Choose File' (with 'No file chosen' text), 'Add Attachment', and an empty text input field.

Attach the required documentation in the following order:

1. Choose file to upload
2. Click “Add Attachment”

You must click “Add Attachment” or your documents will NOT attach to your child’s record.

Once completed, click “Next” in the lower right corner.

**4. Parent/Guardian
Contacts**

5. Other/Emergency
Contacts

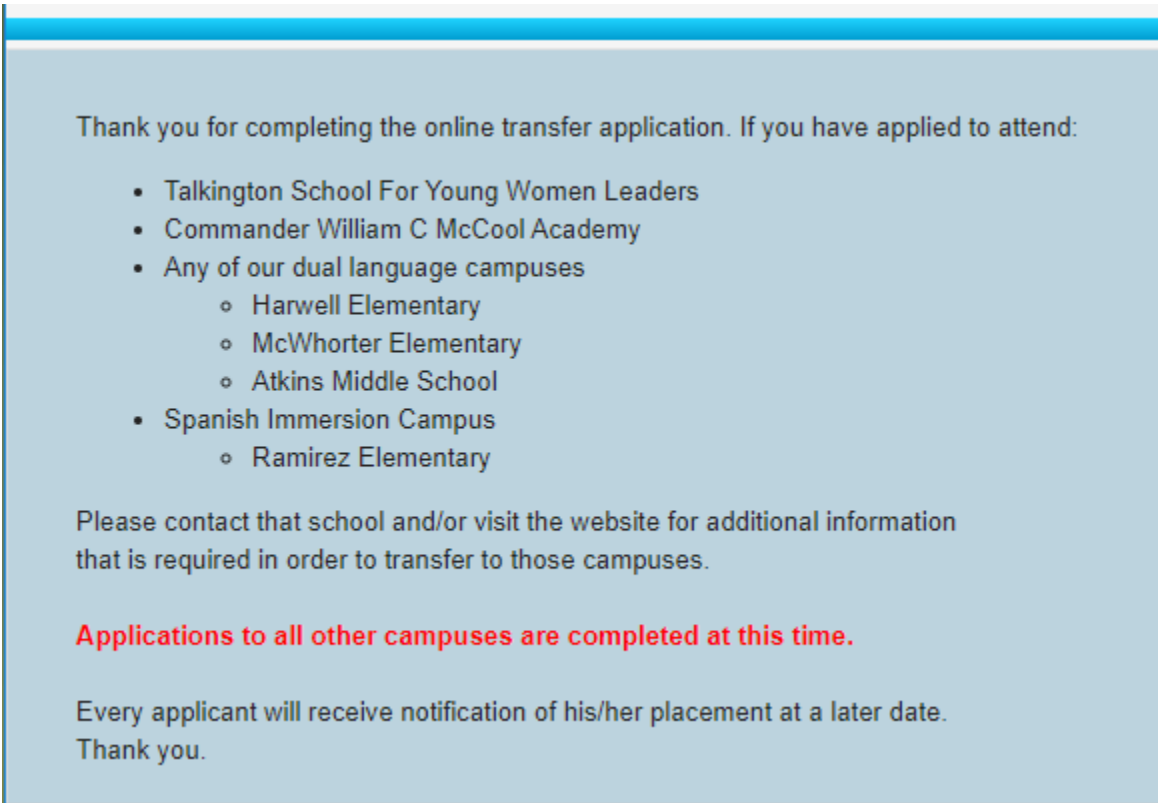
6. Verify Campus

Complete sections 4 through 6 to complete the transfer request process.

After completing Step 6, your screen should show the following message:

Follow the instructions outlined in the message box below for the listed schools. If your school is not listed within the message box, your application is complete.

You will **NOT** receive an email stating that you have completed the process. The screen shown below indicates that you have completed the process. **If you would like documentation of submission, please take a screen shot at this time.**



Thank you for completing the online transfer application. If you have applied to attend:

- Talkington School For Young Women Leaders
- Commander William C McCool Academy
- Any of our dual language campuses
 - Harwell Elementary
 - McWhorter Elementary
 - Atkins Middle School
- Spanish Immersion Campus
 - Ramirez Elementary

Please contact that school and/or visit the website for additional information that is required in order to transfer to those campuses.

Applications to all other campuses are completed at this time.

Every applicant will receive notification of his/her placement at a later date.
Thank you.

Once submitted, application will be reviewed and transfers will be determined. Notification letters will be sent through the mail by the end of March.