

# 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 may not begin until January 9, 2019 at 8 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 user account can be created prior to January 9 but **the transfer application will not open until January 9, 2019 at 8 am.**

Language  
English

User ID\*  
Your username

Password\*  
[Empty field]

Login   Forgot User ID   Forgot Password

[Register New User](#)

1. My Students   2. Student Information

My Students

Select A Student

[Dropdown menu with one student selected]

(Create New Student)

## 1. My Students Screen:

Once you have logged into the registration portal to complete the transfer request, you will need to select your child or create a new student.

Choose the student for whom you are completing the transfer request.

\*\* If you have an existing Gradebook account, please use this option to create your new student. Do NOT register as a new user.

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 2019-20 (next) school year. You must select this box and change the grade level if it shows the 2018-19 (current) grade level.

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.

Enrollment Requested School Year\* **2019-2020**

Enrollment Requested Grade Level\* Sixth Grade

If you are requesting a trans requesting a transfer, choose

**Prekindergarten transfers ar**

Enrollment Requested Campus\* **Request Transfer to Other School**

### 3. Transfer Request Screen:

When selecting “Placement Request Reason” if you are seeking:

1. A magnet transfer to a campus and are enrolled in LISD, select “Magnet”
2. A magnet transfer to a campus and are NOT enrolled in LISD, select “Magnet Out of District”
3. A regular transfer and are enrolled in LISD, select “Open Campus”
4. A regular transfer and are NOT enrolled in LISD. select “Out of District”

Please select the reason for your transfer request.

Transfer Request Reason\*

Please select the reason for your Magnet transfer request.

Magnet Transfer Reason

**THE OPTIONS BELOW THE “PLACEMENT REQUEST REASON” WILL CHANGE ONCE THAT SELECTION IS MADE:**

If you have chosen a Magnet Transfer (and therefore selected “Magnet Transfer” or “Magnet Out of District Transfer”) follow these instructions:

Please select the reason for your transfer request.

Transfer Request Reason\*

Please select the reason for your Magnet transfer request.

Magnet Transfer Reason

Please select the school to which you would like to transfer to.

Hutchinson Middle School and Talkingington School

Transfer To School

Please select the school to which you would like to transfer to.

Hutchinson Middle School and Talkingington School

Transfer - 1st Choice School\*

Transfer - 2nd Choice School

When selecting “Transfer Request Reason,” select “Academic” for the general specialty program at a campus. If your student is specifically applying to a school for the ROTC or Dual Language program at that campus, please select that reason.”

Then select your first and second transfer choices for campus placement.

Entering a second placement is not required, but it is *highly recommended* in the case that the first choice campus is full. Only one magnet transfer application will be accepted, so a second choice must be submitted at this time.

If you have chosen a Regular Transfer (and therefore selected “Open Campus” or “Out of District”) follow these instructions:

The “Magnet Transfer Reason” will remain blank.

In the “Transfer to School” field, select your choice for campus placement. Only one option is available for a regular transfer.

Please select the reason for your transfer request.

Transfer Request Reason\*

Please select the reason for your Magnet transfer request.

Magnet Transfer Reason

Please select the school to which you would like to request transfer to.

Hutchinson Middle School and Talkingington School for Youth

Transfer To School\*

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

If your student is NOT currently an LISD student (and therefore you selected “Magnet Out of District” or “Out of District” as the “Placement Request Reason”), upload the stated documentation found at the top of the page:

Transfer Request

If your student is coming from **outside of Lubbock ISD** it is your responsibility to acquire these documents from your current campus and upload them with your application. These documents include:

- Most recent STAAR scores (or other standardized achievement measure used by your current school)
- Attendance Records (Fall 2017)
- Transcript of Report Card including Fall 2017 grades
- Behavior/Discipline Documentation on school letterhead (Fall 2017)
- If the student is in a self-contained special education class, requires a specified staff, student ratio, and/or the student is receiving "speech/language therapy for more than 60 minutes per week", attach a copy of the current IEP

If your student is **new to Lubbock ISD** and applying to attend Kindergarten at a magnet/specialty campus other than their neighborhood school, parent should be prepared to upload their student's:

- Birth Certificate
- Current Immunization Records

If your student is coming from **outside of Lubbock ISD** and receives special services of any kind, please upload the most recent documentation relating to the services your student receives.

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

Documentation from website list

No file chosen

Additional Documentation

No file chosen

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:

1. My Students      2. Student Information      3. Request Transfer to Other School      4. Parent/Guardian Contacts      5. Other/Emergency Contacts      **6. Verify Campus**

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

- Talkington School For Young Women Leaders
- 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 by the end of March 2018.  
Thank you.

If you are applying to any of the schools mentioned in the above message, please follow up with the additional requirements immediately. Otherwise, your application is complete.

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