

Instructions for Submitting a Transfer Request

NEW FOR 2020-2021 SCHOOL YEAR

- **ELEMENTARY FIFTH GRADE STUDENTS** who are currently on a transfer and wish to continue in the feeder pattern for middle school **DO NOT** need to submit a new transfer.
- **MIDDLE SCHOOL EIGHTH GRADE STUDENTS** who are currently on a transfer and wish to continue in the feeder pattern for high school **DO NOT** need to submit a new transfer.
- **[Feeder Pattern Map](#)**

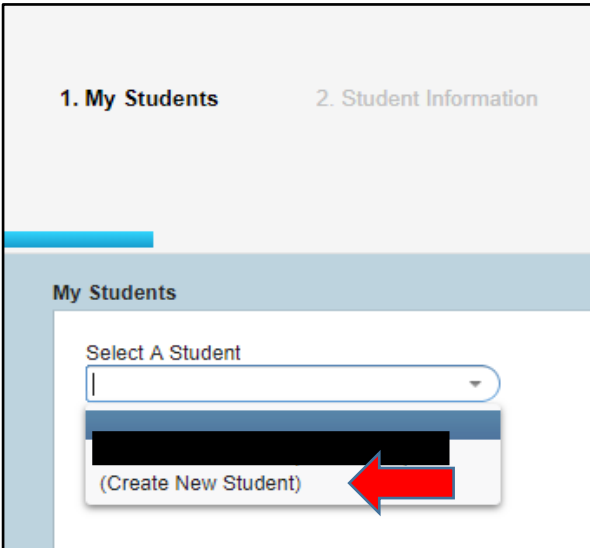
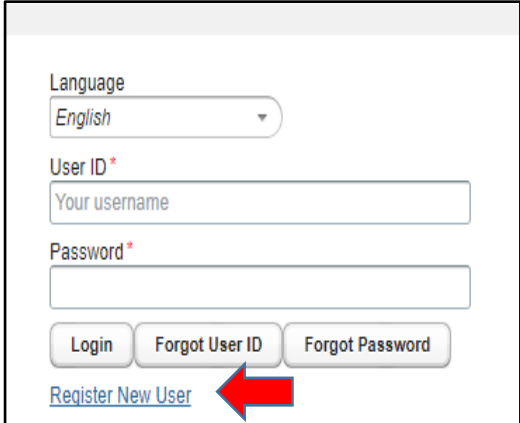
Use the following link to access the Online Registration/Transfer Application webpage: <https://teams.lubbockisd.org/registration/>

- **Families who have a student that already attends Lubbock ISD:** enter the Gradebook User ID and password.

The Transfer Request process will begin January 8, 2020 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 Transfer Request process will begin January 8, 2020 at 8 am.



Step 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 Lubbock ISD, choose **Create New Student**.

Once completed, click **Next** in the lower right corner.

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Step 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 2020-21 (next) school year. You must select this box and change the grade level if it shows the 2019-20 (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 School Year Current (2019/2020) or Next Year (2020/2021) * 2020-2021

Enrollment Requested Grade Level * Eleventh Grade

If you are requesting a transfer to **Other School** even if the student is currently enrolled at the school, you are NOT requesting a transfer to a different campus. Complete registration.

Enrollment Requested Campus * Request Transfer to Other School

Step 3: Transfer Request Screen

Transfer Reason:

- If you live in a Lubbock ISD address boundary select – **Open Campus**
- If you do not live in Lubbock ISD 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, Atkins Only)
- **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 requests

Transfer Request Type * Open Campus

Please select the reason for your transfer request.

Transfer Reason Standard Transfer

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

Transfer To School Lubbock High School

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

Transfer - 1st Choice School * Lubbock High School

Transfer - 2nd Choice School Monterey High School

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Step 3: Transfer Request Screen (continued)

Transfer to School:

Select your campus choices

1st Choice School

2nd Choice School

If your student is a current Lubbock ISD student, click **Next** in the lower right corner. You do NOT need to upload any documentation.

If your student is **NOT** currently an Lubbock ISD student, upload the stated documentation found below:

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:

- Attendance Records (Fall 2019)
- Behavior/Discipline Documentation on school letterhead (Fall 2019)
- 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 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: Transfer Documentation-1
Choose File No file chosen Add Attachment

Additional Documentation: Transfer Documentation-2
Choose File No file chosen Add Attachment

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.

Steps 4 through 6:

Complete Steps 4 through 6 to finish the transfer request process.

**4. Parent/Guardian
Contacts**

**5. Other/Emergency
Contacts**

6. Verify Campus

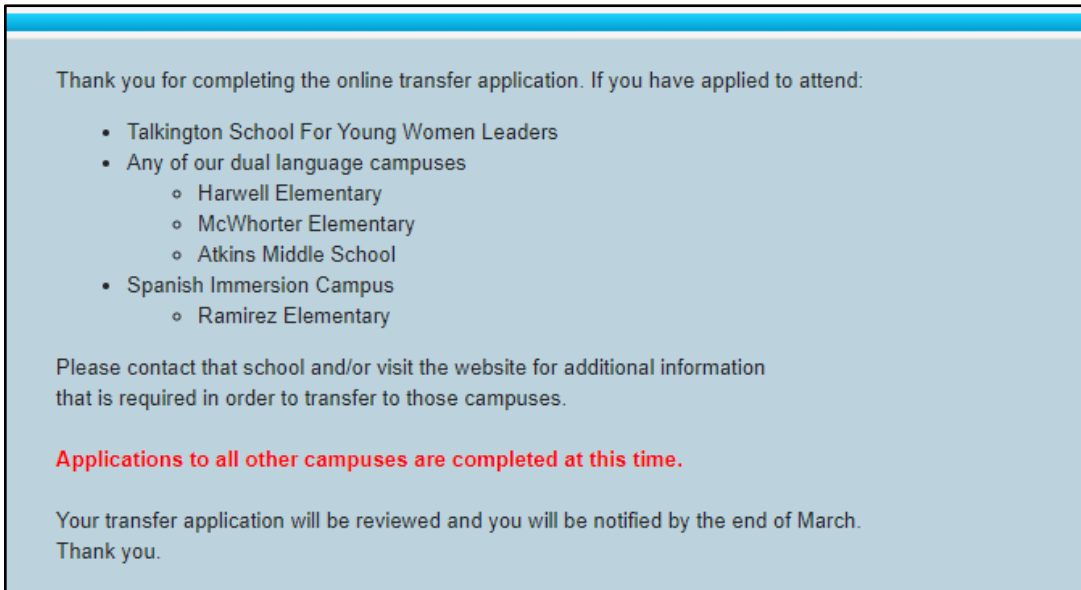
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Step 7:

After complete 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.**

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



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.

Your transfer application will be reviewed and you will be notified by the end of March.
Thank you.