

# Instructions for Submitting and Changing a Transfer Request

## How To Remove/Change a Current Placement Request

- Login and select **student's current campus** instead of selecting Request Transfer to Other School.
- Click **Next**.

Student Information

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

Enrollment Requested Grade Level\* Eleventh Grade

**NEW THIS YEAR - 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\* Estacado High School

Social Security Number Estacado High School

Birthdate 11/21/0

Student Last Name (as it appears on Birth Certificate) Smith

Student First Name (as it appears on Birth Certificate) Denise

Student Middle Name (as it appears on Birth Certificate) Leann

Student Generation

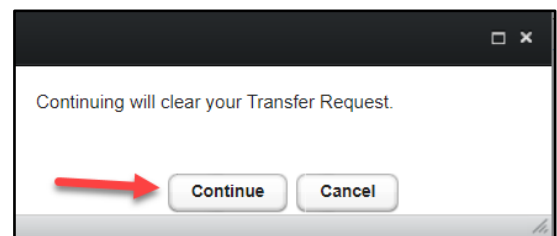
Gender  Male  Female

Hispanic/Latino  Yes  No

Please select at least one option

Logout Back Next

- The following message will pop up: **Continuing will clear your Transfer Request.**
- Click **Continue**.



- Once on the next page, click the **Back** button.
- Begin the transfer process over by selecting **Request Transfer to Other School**.

