

Instructions for Submitting a Transfer Request

Lubbock Independent School District

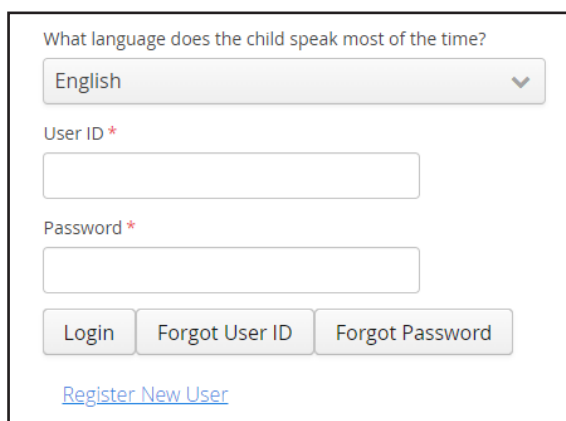
Use the link below to access the Online Registration/Transfer Application website.

<https://teams.lubbockisd.org/registration/>

The 2022-2023 transfer window is open from
January 5, 2022 at 8:30 a.m. through January 31, 2022 at 4:30 p.m.

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

Families who are new to Lubbock ISD and have no other students in Lubbock ISD: click "Register New User" and proceed to create your online registration account.



What language does the child speak most of the time?
English

User ID *

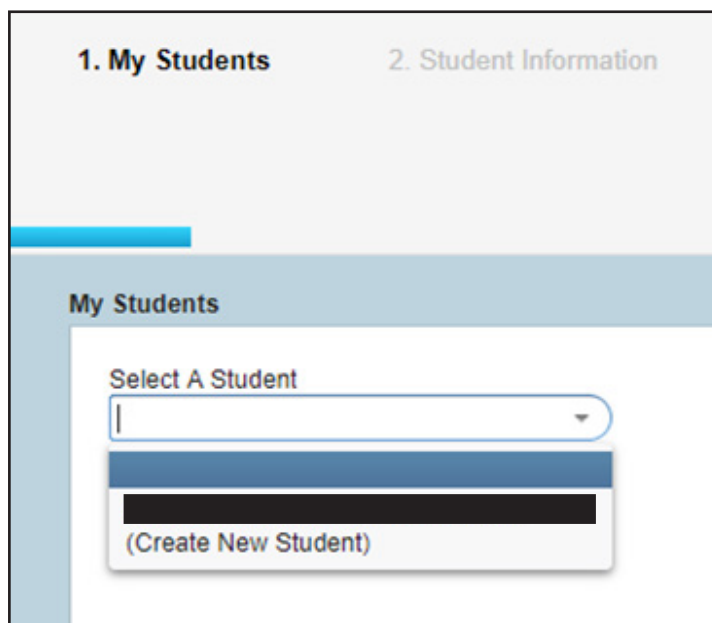
Password *

Login Forgot User ID Forgot Password

[Register New User](#)

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. If your student is new to Lubbock ISD, choose "**Create New Student**".



1. My Students 2. Student Information

My Students

Select A Student

(Create New Student)

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 next (2022-23) school year. You **MUST** select this box and change the grade level if it shows your student’s current (2021-22) 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.

STEP 3: Transfer Request Screen

Transfer Request Type:

- If you **live in** the Lubbock ISD address boundary, select – “Open Campus”
- If you **do not** live in the 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 first 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 requests

Transfer to School:

Select your campus choice:

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

2nd Choice School (Magnet school must be selected as 1st choice)

Transfer Request Type * Open Campus

Please select a reason:
If Magnet is selected for the reason, Talkington YWL or Commander William C. McCool ONLY
If Standard, Specialty, Dual Language or ROTC is selected

Transfer Reason Standard Transfer

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

Transfer To School Alderson Elementary School

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

Transfer - 1st Choice School * Alderson Elementary School

Transfer - 2nd Choice School Alderson Elementary 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 a Lubbock ISD student, upload the stated documentation found below.

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 - Please make sure to scroll to the bottom and across each form and complete all fields highlighted in yellow. 10. Confirm Enrollment

Logout Back Next

Request Transfer to Other School

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 2020) - [Out of District Transfer Verification Form](#)
- Behavior/Discipline Documentation on school letterhead (Fall 2020)
- 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. To attach your students documents, follow the directions below.

Attach the required documents in the following order:

- Choose file to upload
- Click “Add Attachment”

You **MUST** click “Add Attachment” or your documents will not attach to your child’s record.

STEP 4: Completing The Application

Complete sections four through six to complete the transfer request process.

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

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.

Follow the instructions outlined in the message box above 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, the application will be reviewed and transfers will be determined. Notification letters will be sent through the mail by the end of March.