

CHANGES!

Student Transfers During The First Week of School

Since Dallas ISD is remodeling the auditorium in the Administration Building, transfers will be handled at the campuses during the first week of school.

Parents will not be required to come to the Student Transfer Office for final approval.

Appeals will be handled the second week of school.

Transfer Process at the Campus Level August 27 through September 1, 2007

	If the receiving school principal says	If the home school principal says	New transfer or reapplication?	Where and when should you enroll your child?	What else can be done?
Case 1	YES	YES	NEW AND REAPPLICATION	Enroll at RECEIVING school immediately.	CAMPUS SENDS FAX TO Student Transfer Office FOR PROCESSING 972-925-3271
Case 2	YES	NO	REAPPLICATION	Enroll at RECEIVING school immediately.	CAMPUS SENDS FAX TO Student Transfer Office FOR PROCESSING 972-925-3271
Case 3	YES	NO	NEW	Enroll at HOME school immediately.	CAMPUS SENDS FAX TO Student Transfer Office FOR PROCESSING AND APPEALS* 972-925-3271
Case 4	NO	YES OR NO	NEW AND REAPPLICATION	Enroll at HOME school immediately.	CAMPUS SENDS FAX TO Student Transfer Office FOR PROCESSING AND APPEALS* 972-925-3271

*Appeals will be handled the second week of school.

Student Transfer Office
Dallas ISD Administration Building
3700 Ross Avenue, Room 101
Dallas, TX 75204
Phone: 972-925-3270
Fax: 972-925-3271
Email: thomas-j@dallasisd.org