



Transfer applications will be available online at www.abileneisd.org closer to the date of acceptance. It will be very important to make sure the dates indicate 2020-2021. Applications should be *mailed in or e-mailed to kimberly.mannke@abileneisd.org. Transfers will not be accepted prior to the actual date of acceptance. There will be no staff to accept transfers that are sent prior to this date.

Transfers must be renewed every year for accurate and efficient campus planning. **No transfers are renewed or extended without re-application and approval, in writing, through the Office of Student Services.**

All parents will be notified by mail as quickly as possible of the transfer decision. Denied applications may appeal the decision to an appeal committee, which will meet on Wednesday, August 5, 2020.

Proof of residence (water, electric, gas, lease/mortgage in your and/or your spouse's name, no disconnect notice) must be provided with application.

IN DISTRICT TRANSFER INFORMATION (May 4th-15th)

Child Care Transfers: If you are requesting a transfer based on the location of an elementary or middle school student's **child care**, you must provide a notarized statement from your childcare provider confirming that they will be taking care of the student, together with proof of their childcare address. If the provider is an established childcare center, you may simply bring an enrollment statement from the center showing that your child is enrolled for the 2020-2021 school year and the location where your child will be cared for.

Sibling Transfers: A **sibling** transfer may be requested to allow a student to attend the same campus as his or her brother or sister, as long as the brother or sister qualifies and is enrolled at that campus.

Former Students: A **former student** transfer may be requested to allow a student to return to a campus for **one** more year if he/she has moved out of its attendance zone but lived within the zone (or attended that campus by transfer approved on other grounds) the year before, but please be aware that **former student transfers will only be granted for one additional year**. This 1-year maximum does not apply to boundary changes or students in high school. *If you were granted a transfer this year as a former student, you will not be granted a former student transfer for the 2020-2021 school year.*

Child of Employee: You must have an email from your principal approving your child to attend your campus (elementary and middle school only) to Kim Mannke.

OUT OF DISTRICT TRANSFER INFORMATION (May 18th-29th)

Child Care Transfers: If you are requesting a transfer based on the location of an elementary or middle school student's **child care**, you must email/scan a notarized statement from your childcare provider confirming that they will be taking care of the student, together with proof of their childcare address. If the provider is an established childcare center, you may simply email/scan an enrollment statement from the center showing that your child is enrolled for the 2020-2021 school year and the location where your child will be cared for.

Child of Employee: You must have an email from your principal approving your child to attend your campus (elementary and middle school only) to Kim Mannke.

A nonrefundable fee of \$25 shall be required with each application for a nonresident child whose parent or legal guardian is not a full time District employee.

*Fees & Documents can be mailed in to:
Abilene Independent School District
Attn: Kim Mannke
241 Pine St.
Abilene, Teas 79601