



Brownwood Independent School District

Department of Student Instruction

P.O. Box 730

Brownwood, Texas 76801

325.643.5644

Date: 3/28/2019
To: Transfer Applicants
RE: 2019-2020 Student Transfer Requests

Please complete the attached BISD Transfer Application for your child or children. **BISD DOES NOT ACCEPT PK STUDENTS WHO RESIDE OUTSIDE THE DISTRICT.**

Applications for currently-enrolled, returning transfer students must be returned to your BISD campus office no later than Tuesday, April 30, 2019.

Please be aware of the following policies before submitting a transfer application to Brownwood ISD.

1. **Current out-of-district transfer students** are required to submit an application annually. Requests are approved or denied based on staffing and class sizes at the receiving campus, as well as the student's attendance, tardiness, and discipline histories. (Out-of-district form is attached.)
2. **Out-of-district transfer students in Kindergarten through 3rd grade** may list two campuses of choice. Requests will be approved or denied based upon staffing and class sizes at the requested campuses, as well as the student's attendance, tardiness, and discipline histories. (Out-of-district form is attached.)
3. **Current in-district transfer students in Pre-K through 3rd grade** are required to submit an application annually. Requests are approved or denied based on staffing and class sizes at the receiving campus, as well as the student's attendance, tardiness, and discipline histories. (In-district form is on reverse.)
4. **New in-district transfer requests** between elementary campuses within BISD will be approved or denied based on staffing and class sizes at the receiving campus, as well as the student's attendance, tardiness, and discipline histories. (In-district form is on reverse.)

Letters of approval or denial will be mailed to the address on the application no later than Friday, July 26. If you have questions regarding these policies, please call 325.643.5644.

Thank you,

Liesa Land
Deputy Superintendent