PORT NECHES-GROVES INDEPENDENT SCHOOL DISTRICT

Request for In-District Transfer

Student's Full Name			
Grade student will be in for the coming yea	r		
Parent's/Guardian's Name			
Address	City	Zip	
Telephone No			
Requesting Transfer:			
FromSchool	To		
School		School	
Reason for requesting transfer:			
Parent/Guardian Signature		Date	

PLEASE READ:

Since one of the requirements for approval of transfers is that they not cause overcrowding in the receiving school, we cannot grant approval for transfers until enrollments are determined. Please expect notification in the first weeks of August. A form needs to be completed for <u>each</u> student that you are requesting a transfer for.

Conditions of transfer, if approved: (1) Parents must provide transportation to and from school; (2) If overcrowding should occur, the student may have to return to the school in his/her attendance zone.

A new request must be submitted each school year.

Please send request for transfer to:

Brian Waguespack
Executive Director of Student Services
1810 Port Neches Avenue
Port Neches, TX 77651