

Instructions - Application for Out of District Transfer
Employees' Children

If you plan for your child(ren) to attend Pine Tree ISD and you live out of the district attendance zone, please complete the attached form according to these instructions:

Please complete the top portion with the school district you live in, the campus your child would be assigned if attending that school district, and the district AND campus your child attended the previous school year.

If you have a child in grades 1 – 4, please mark (X) the school you would like for them to attend.

PRINT your name, address and the campus or department that you work in.

COMPLETE ONLY THE FOLLOWING STUDENT INFO ITEMS:
DO NOT WRITE IN OTHER COLUMNS

Student's Name

Ethnic code

- Ethnic Codes:**
- (1) American Indian or Alaskan Native
 - (2) Asian or Pacific Islander
 - (3) Black, not Hispanic
 - (4) Hispanic
 - (5) White, not Hispanic

Grade: Grade student will be in for the upcoming school year

Birthday

Soc. Security

Don't forget to sign at the bottom.

Please return all applications to Teresa Rau in the Superintendent's Office.

****Thank you for choosing to enroll your child in Pine Tree ISD. Pine Tree ISD is committed to providing an engaging, rigorous, and challenging learning environment for all students. However, please know that if your child has attendance or discipline issues, the student transfer may be revoked. Please feel free to contact the Superintendent's office if you have questions regarding your child's transfer to Pine Tree ISD****

Thank you.

Texas Education Agency
Division of Equal Education Opportunity

Pine Tree ISD

District #092-904

Application for Out of District Transfer
Employees' Children
FY 2023-2024

This form must be used for all PTISD employees whose children live outside of the PT district.

Which school district do you live in: _____

Campus assigned **in the district you live:** _____

District & Campus child(ren) attended last year: _____

If you have a child in grades 1 – 4, please mark (X) the campus you would like for them to attend:

_____ Birch Elementary _____ Parkway Elementary

Employee Name (**print**): _____

Home Address: _____

Employee's Campus/Dept: _____

Student info: ONLY fill in Name, Ethnic Code (see attached), Grade, Birthdate, & SS#

Student Information	Ethnic Code	Grade	Current Attendance Co. Dist. #.	Prior Year Campus #	Prior Year Co. District #	Prior Year Co. District #	Receiving District Campus #
Name:							
Birthdate:		Social Security #					
Name:							
Birthdate:		Social Security #					
Name:							
Birthdate:		Social Security #					
Name:							
Birthdate:		Social Security #					

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Employee Signature: _____

PTISD USE ONLY:

The above transfer is _____ approved _____ denied.

Signature: _____ Date: _____
Superintendent