

## INSTRUCTIONS FOR COMPLETING

### Application for Transfer Form

Application for Transfer Form should be completed according to the column instructions listed below. This form should be completed in duplicate by the receiving district office. For audit purposes, the receiving district office should retain one copy and one copy should be mailed to and retained by the sending district office. Use the Texas School Directory for county-district and campus numbers.

#### Column Instructions

##### Student's Name

Enter the student's name.

##### Ethnic Code

Enter the appropriate ethnic code using the following designations:

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

##### Attendance Data (Current Year)

Enter the current county-district number for the student (current district of residence).

##### County-District Number (Prior Year)

Enter the county-district number for the student (prior school year)

##### Grade

Enter the grade to which the student will be assigned for the regular academic programs or special education programs during the next school year.

##### Campus Number (Receiving District)

Enter the campus number to which the student will be assigned in the receiving district during the next school year.

##### Student's Social Security Number

Enter the student's Social Security number