

FOR OFFICE USE ONLY:		Date Received _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Effective Date _____
Signature of Campus Principal	Method of payment:			Date of Written Notification	
	<input type="checkbox"/> Cash		<input type="checkbox"/> Money Order (# _____)		
Amount Paid \$ _____	Date Received: _____	Received by: _____			

Katy Independent School District
Application for Early Enrollment Based on Documentation of Intended Residence
(For families currently living in Katy ISD – Intradistrict Transfer)

Student's Name: Last	First	Middle	Campus	Grade Level
Current Physical Address:		City:	State:	Zip:
Parent/Guardian Name:			Contact Number:	

The parent/guardian of a student whose family is in the process of moving from one attendance zone in Katy ISD to another attendance zone in Katy ISD may apply for a transfer to enroll their student in the school of the future residence's attendance zone early, provided:

1. The closing on the purchase of a new or used home will occur within five months of enrollment; or
2. A lease or rental agreement has been signed for an apartment or house in the future attendance zone and the move-in date will occur within five months of enrollment.

In addition, parents are responsible for providing transportation to and from school if early enrollment is granted. (High school students are not guaranteed parking privileges, if applicable.) Prior to becoming official residents of the future attendance zone, students who become discipline problems or who have a documented pattern of late arrivals, late pick ups, and/or poor attendance may be withdrawn from that campus.

This application must be completed and submitted, along with a nonrefundable \$35.00 application fee for processing (\$10.00 for District employees), to the campus principal to be considered for approval. Payment must be made by cash or money order (payable to Katy ISD).

Note: This application may not be used as a basis for enrollment during pre-kindergarten and kindergarten pre-registration in the spring nor will applications for temporary transfer be accepted after Spring Break.

Please provide one of the following forms of information based on the type of intended residence:

<input type="checkbox"/> IF BUILDING A NEW HOME:	<i>Attach a copy of your earnest money or purchase contract and a letter from your mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification.</i>	
Address of new home:		
Lot Number:	Block Number	Subdivision:
Date foundation was poured*:		Date you will be moving into the house:
Builder's Name:		Builder's Telephone Number:
NOTE: *Required for new homes under construction. Construction on the home must be underway prior to the student's first day at the new campus.		
<input type="checkbox"/> IF BUYING OR LEASING AN EXISTING HOME:	<ul style="list-style-type: none"> ◆ <i>If buying, attach a copy of your earnest money contract or purchase contract & a letter from your mortgage company indicating loan approval or proof from the home builder/realtor of cash payment verification.</i> ◆ <i>If leasing, attach a copy of your lease agreement.</i> 	
Address of home:		
Lot Number:	Block Number	Subdivision:
Date you will be moving into the house:		
<input type="checkbox"/> IF RENTING AN APARTMENT:	<i>Attach a copy of your rental agreement.</i>	
Address of apartment:		
Apartment Number:	Apartment Complex Name:	
Date you will be moving into the apartment:		

Statement of Intended Residence

As the parent/guardian of the above-named student, I understand the conditions under which I am requesting a transfer, as outlined above, and certify that my answers to the questions are true to the best of my knowledge. **I understand that I must provide the campus with a copy of a utility bill within the five-month grace period to prove occupancy.** I understand that falsification of documents or records is a criminal offense and subject to fines under Section 37.10, *Penal Code*. In addition, I understand that falsification of documents or records and/or students who become discipline problems or who have repeated absences and/or tardies could result in the withdrawal of my child/children from the campus.

Signature of Parent/Guardian	Date
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Attach required document(s).

NOTE: If the transfer is denied, the parent/guardian may appeal the decision to the District Transfer Committee (see Intradistrict Transfer Procedures). In addition, approval of an intradistrict transfer does not guarantee UIL varsity athletic eligibility. Contact the District's Athletic Department to obtain an application regarding a UIL residence waiver, if applicable.

Original: ADA Clerk/Registrar

FDB (R)(E) – E -- Revised: 08-26-2009

Copy To: Executive Director for Campus Administrative Support, upon completion of form by Campus Principal