

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

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

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

State funding to individual school districts is based on student enrollment. For this reason, out-of-district transfers for intended residences have strict timeframes related to the expected date of occupancy at a residence with Katy ISD's boundaries. This type of transfer should not be requested until the date of occupancy can be realistically met within the allotted timeframe. The parent/guardian of a family in the process of moving from another district to Katy ISD may apply for a transfer to enroll a student in Katy ISD early, provided:

1. The closing on the purchase of a new or used home will occur within 60-calendar days of enrollment; or
2. A lease or rental agreement has been signed for an apartment or house in Katy ISD and the move-in date will occur within 60 calendar days of enrollment.

In addition, parents/guardians 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 Katy ISD, 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discipline problems or who have a documented pattern of late arrivals, late pick ups, and/or poor attendance may be withdrawn from Katy ISD.

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 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:
<i>NOTE: *Required for new homes under construction. Construction on the home must be underway prior to the student's first day in Katy ISD.</i>	
<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 60-day 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*, and that I could be liable for tuition or costs under Section 25.001(h), *Texas Education 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 from Katy ISD. Written notification of the revocation shall be sent to the school district of residence.

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

NOTE: If the transfer is denied, there is no appeal process since the student does not reside in the District; however, the parents/guardians may access the complaint process through FNG (LOCAL) or GF (LOCAL), as appropriate. In addition, approval of an interdistrict 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.

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Comments:
