



# DEPARTMENT OF ADMISSIONS & ATTENDANCE

708 Palm Blvd., Suite 121 \* Brownsville, Texas 78521 \* (956) 544-3966 \* Fax (956)548-8174

Minnie O. Zamora  
Administrator

## Home Campus Clearance for New and Pre-K Students

Student:	_____	I.D. Number:	_____
D.O.B.:	_____	Home School:	_____
Parent's Name:	_____	Requested School:	_____
Address:	_____	Grade Level:	_____

Be advised that \_\_\_\_\_ parent of \_\_\_\_\_ DOB \_\_\_\_\_ is in the process of requesting an Intradistrict Transfer from the Department of Admissions & Attendance for their non-BISD enrolled child. Students not enrolled in BISD that apply for an Intradistrict Transfer must first clear registration in their zone school. **We are not asking the zone school to enroll this student or enter the student information in PEIMS.**

We are requesting that the zone campus clear the student for possible enrollment in a BISD school. If the student is approved for an Intradistrict Transfer, the zone school can simply keep the records on file. In the event the transfer is not approved, the zone school must enroll the student.

The zone school must review and clear registration items listed below. In addition, **please initial** the documents that have been cleared:

- 1) \_\_\_\_\_ Proof of Residence in Parent's/Guardian's Name
- 2) \_\_\_\_\_ Child's Birth Certificate
- 3) \_\_\_\_\_ Immunization Records
- 4) \_\_\_\_\_ Student I.D. Number
- 5) \_\_\_\_\_ Proof of Child's Grade Level (Report Card/Transcript)
- 6) \_\_\_\_\_ Other information deemed necessary
- 7) \_\_\_\_\_ Parent's/Guardian's Photo I.D.

### For Pre-K Students Only: Meets eligibility criteria (Please initial)

- \_\_\_\_\_ Unable to speak and comprehend English language
- \_\_\_\_\_ Educationally disadvantaged according to State standards
- \_\_\_\_\_ Homeless
- \_\_\_\_\_ Child of an active duty member of armed forces
- \_\_\_\_\_ Child of a member of the armed forces of the U.S. who was injured or killed while serving on active duty
- \_\_\_\_\_ Foster care status

The above named student is cleared to apply for a transfer.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Zone School

\_\_\_\_\_  
Date

Copies to: Parent, Transfer School, Zoned School, and Admissions and Attendance Dept