

Pasadena ISD
Out-of-District Transfer Application Parent User Guide

Step 1. Gather All Required Documentation (see page 3 of this document for details). Applications will begin the review process once all required documents are uploaded.

Step 2. Create a ScribChoice Family Account

Visit www.pasadenaisd.org then click:

Parents-Students ➔ Enrollment ➔ Out-of-District Transfers

You may change the language in which you read/submit the application. See image below for details.

To create an account, click on the blue “Start” button and follow the directions labeled Option 2. You must provide a response for all items that are notated by a red star (*). There is a red star requiring you enter a Home Telephone. If you do not have a home telephone, simply enter your mobile number.

The screenshot shows the Pasadena Independent School District website for Student Transfers. At the top, there is a navigation bar with 'Pasadena Independent School District', 'Home', and a 'Select Language' dropdown menu. A green arrow points to the 'Select Language' dropdown with a callout box that says: 'If you would like to complete the application in a language other than English, click here to choose the language of your choice.' Below the navigation bar is the Pasadena ISD logo and the text 'STUDENT TRANSFERS'. On the left, there is a 'Select To Get Started:' section with a blue 'Start Login' button and a link that says 'CLICK HERE to create an account and/or log in to an existing account!'. A green arrow points to the 'Start Login' button. To the right of the button is a 'General Information:' section with text about record keeping and a disclaimer. At the bottom of the page, there is a note: '*Please also note that this website is optimized for IE 10.0 and higher, Safari, Chrome, and Firefox.'

Step 3. Add Student(s) to Family Account

To add a student, click on the green “Associate Student” button. When completing your student’s information, pay extra attention to the questions asked. How you answer the questions will determine the choices you are given during the application process.

The screenshot shows the 'Associate Student' button on the left and a form on the right. The form has several fields with annotations: 1. 'Grade Level for Current Year, 2021-2022 School Year:' with a dropdown menu set to '1st Grade' and a callout box saying 'CURRENT GRADE here!'. 2. 'Current School of Attendance, 2021-2022 School Year:' with a dropdown menu set to 'Out-of-district School' and a callout box saying 'If renewal, choose PISD current school of attendance. If new transfer, choose "out-of-district school".'. 3. An 'Important:' section with text: 'The Home Campus/Zoned School (see below) must be entered correctly. Click Here to identify your home campus/zoned school based upon your home address. Note: • The Zoned School of Attendance is the school to which your home address is zoned. • IMPORTANT: If your child is entering Grades 5, 7, or 9, you must choose the campus to which your student would attend if attending in your zone. (If you choose the incorrect campus, your application will be routed to the wrong school and the approval process will be delayed.) • You will select the school you wish to transfer your student to during the application phase of this process. • To begin the application, click on the "Start Application" button located on your family dashboard.' 4. 'Grade Level for Next Year, 2022-2023 School Year:' with a dropdown menu set to '3rd Grade' and a callout box saying 'NEXT YEAR'S grade here!'. 5. 'Zoned School of Attendance, 2022-2023 School Year:' with a dropdown menu set to 'Out of District' and a callout box saying 'Must choose out-of-district here!'. On the far right, there is a callout box that says: 'To add additional students to your family account, click the green "Associate Another Student" button.'

HAVING PROBLEMS SUBMITTING A TRANSFER APPLICATION? Contact the Attendance Clerk at your requested school for assistance. ¿TIENE PROBLEMAS PARA PRESENTAR UNA SOLICITUD DE TRANSFERENCIA? Póngase en contacto con el secretario de asistencia en la escuela de su hijo para obtener ayuda.

Step 4. Complete Transfer Application

- Click the green “Begin Application” button located under the blue box of information on your family dashboard screen.
- Select the blue “Begin Application for (Student Name)” button for whom you need to submit an application.
- Click on the on the application type you are submitting.
 - If your child is not currently attending PISD on an out-of-district transfer, click on the box labeled NEW. (highlighted yellow in the graphic below)
 - If your child is already attending PISD on an out-of-district transfer and you are applying for a renewal, click on the box labeled RENEWAL. (highlighted green below) If your child is already on a transfer and is changing campus levels (Elem to MS, MS to Intermediate, or Intermediate to HS), you still choose RENEWAL.

Select Application Category

Step #1
Select the correct application category for this application.

Step #2
Click the “Select” button to the far right of the grade info column.

Available for 2022-2023 School Year

- In-District Transfer for the 2022-2023 School Year (February 3, 2022 - May 15, 2023)
This application is for families who live within PISD boundaries and who wish to request a transfer to a school other than their school of residency.
- Out-of-District Transfer NEW for the 2022-2023 School Year (April 4, 2022 - May 15, 2023)
This application is for families who live outside of PISD boundaries and wish to request a NEW transfer into the Pasadena Independent School District.
- Out-of-District Transfer RENEWAL for the 2022-2023 school year (April 4, 2022 - May 15, 2023)
This application is for families who live outside of PISD boundaries and wish to RENEW an existing Out-of-District Transfer with Pasadena Independent School District.

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- Click the “Select” button.
- Click on the school you are requesting your student be transferred to and then click “Select”.
FYI: If you do not see the school you want to transfer your student to, you entered information incorrectly when you were adding your student to the family account. You must correct your student’s account on the Family Dashboard in order to proceed.
- Answer the remaining questions carefully.
- Click “Proceed” to submit your application.

Once your application has been successfully submitted, you will receive a message that states your application will be processed once all required documents have been uploaded.

Step 5. Upload Required Documents

- Log in to your Scribbles Family Dashboard
- Scroll to the bottom of the page to find information on your submitted application(s).

C73VQ54PO 3/10/2022	Student Name	Dobie High / Out-of-District Transfer NEW 2022-2023 School Year	Missing 5 Pre-processing Requirement(s) + Attendance Report + Discipline Report + Grades + Parent/Guardian Photo ID + Two (2) Proofs of Residence • View / Add Docs	Employment Verification Required	Withdraw Application
C73VRN6S6 3/10/2022	Student Name	Moore Elementary / Out-of-District Transfer RENEWAL Renewal - 2022-2023 School Year	Missing 1 Pre-processing Requirement(s) + One (1) Proof of Residence • View / Add Docs	Employment Verification Required	Withdraw Application

- Gather all required documents. Make sure you have them saved as a PDF, JPEG, TIFF, TIF, PNG or BMP. No other types of files can be uploaded.
- Click on View/Add Doc and follow the prompts to upload your documents.
See Page 3 for a list of required documents.

HAVING PROBLEMS SUBMITTING A TRANSFER APPLICATION? Contact the Attendance Clerk at your requested school for assistance.
¿TIENE PROBLEMAS PARA PRESENTAR UNA SOLICITUD DE TRANSFERENCIA? Póngase en contacto con el secretario de asistencia en la escuela de su hijo para obtener ayuda.

Documentation Required for Out-of-District Transfers

IMPORTANT! Transfer applications will not be processed until all required documentation is submitted.

If you are having problems submitting your documentation, bring your documents to Student Services located in the Pasadena ISD Administration Building located at 1515 Cherrybrook Ln, Pasadena, TX 77502.

If applying for a transfer mid-year, your student must remain enrolled at their current school until the transfer application is approved. Early withdrawal could result in your child's application being denied.

Renewal Transfer Applications

One current proof of residence*

New Transfer Applications

Parent Photo Identification

Two Current Proofs of Residence*

Education Records (see requirements below)

- Attendance
- Grades
- Discipline**
- ARD/504 Document, if applicable

If you are requesting a transfer for a student who will be entering PK or Kindergarten and the student did not attend a Texas ISD during the 2021-2022 school year, no educational records are required. However, you must still submit the two proofs of residence and parent photo ID.

Educational Records Required		
Application Submission Period	Effective Date of Transfer	Required Education Records
Spring	Start of Following School Year	Data from start of year through start of Spring Break
Summer	Start of Following School Year	Data from entire previous year
Semester 1	Upon Approval	Data from entire previous year + any data accumulated during the first semester
Semester 2	Upon Approval	Data from Semester 1 + any data accumulated during the second semester

* **Acceptable Proof of Residence** include (must be dated within the last 30 days):

- *Mortgage Payment Document or Lease Rental Agreement*
- *Utility Bill* (Phone, Electric, Cable, Internet, Gas, Water)
Note: Cell phone bills are not accepted.
- *Auto Insurance Payment Statements* (no liability cards – must be actual policy)
- *State/Federal Assistance Documentation* (examples include)

Medicare	Medicaid	Military/Veteran's Benefits
Social Security	SNAP (Food stamps)	
TANIF	Unemployment Benefits	
- *Child Support Documentation*

** **No Discipline to Report?** You must submit a signed statement printed on school letterhead and signed by a school official that states there was no discipline.

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Pasadena ISD

Guía del Usuario para Padres

de la Solicitud de Transferencia fuera del Distrito

Paso 1. Reúna toda la documentación requerida (consulte la página 3 de este documento para obtener más detalles). Las solicitudes comenzarán el proceso de revisión una vez que se carguen todos los documentos requeridos.

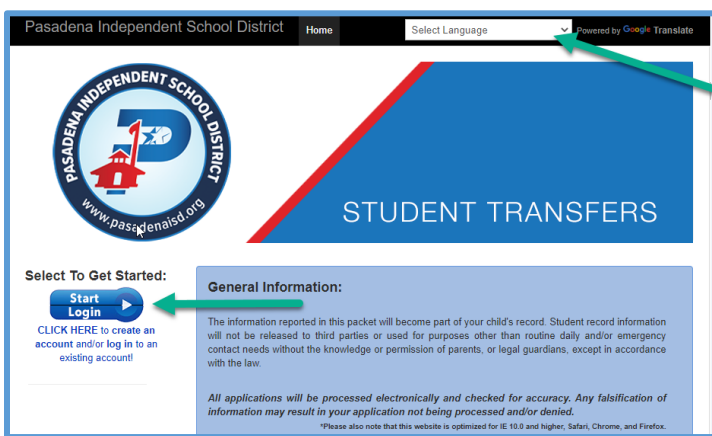
Paso 2. Cree una cuenta familiar de ScribChoice

Visite www.pasadenaisd.org y luego haga clic en:

Padres-Estudiantes ➔ Inscripciones ➔ Trasferencias fuera del Distrito

Puede cambiar el idioma en el que lee/envía la solicitud. Vea la imagen de abajo para más detalles.

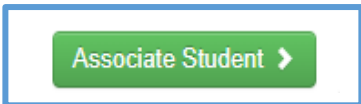
Para crear una cuenta, haga clic en el botón azul "Inicio" y siga las instrucciones etiquetadas de Opción 2. Debe proporcionar una respuesta para todos los elementos que están anotados con una estrella roja (*). Hay una estrella roja que requiere que ingrese un teléfono residencial. Si no tienes teléfono de casa, simplemente introduce su número celular.



Si desea completar la solicitud en un idioma que no sea inglés, haga clic aquí para elegir el idioma de su elección.

Paso 2. Agregar estudiante(s) a la cuenta familiar

Para agregar un estudiante, haga clic en el botón verde "Asociar estudiante". Al completar la información de su estudiante, preste especial atención a las preguntas que se le hacen. La forma en que responda las preguntas determinará las opciones que se le darán durante el proceso de solicitud.



Grade Level for Current Year, 2021-2022 School Year:
★ Grade: 1st Grade **CURRENT GRADE here!**

Current School of Attendance, 2021-2022 School Year: (this is the school your child is currently attending)
★ Current School: Out-of-district School **If renewal, choose PISD current school of attendance. If new transfer, choose "out-of-district school".**

Important:
The Home Campus/Zoned School (see below) must be entered correctly.
Click [Here](#) to identify your home campus/zoned school based upon your home address.
Note:
• The Zoned School of Attendance is the school to which your home address is zoned.
• **IMPORTANT:** If your child is entering Grades 5, 7, or 9, you must choose the campus to which your student would attend if attending in your zone. (If you choose the incorrect campus, your application will be routed to the wrong school and the approval process will be delayed.)
• You will select the school you wish to transfer your student to during the application phase of this process.
• To begin the application, click on the "Start Application" button located on your family dashboard.

Grade Level for Next Year, 2022-2023 School Year:
★ Grade: 3rd Grade **NEXT YEAR'S grade here!**

Zoned School of Attendance, 2022-2023 School Year: If your child is entering Grades 5, 7, or 9, you must choose the campus to which your student would attend if attending in your zone. (If you choose the incorrect campus, your application will be routed to the wrong school and the approval process will be delayed.)
★ Zoned School: Out of District **Must choose out-of-district here!**

Para agregar estudiantes adicionales a su cuenta familiar, haga clic en el botón verde "Asociar a otro estudiante".

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Paso 3. Complete la solicitud de transferencia

- Haga clic en el botón verde "Comenzar solicitud" ubicado debajo del cuadro azul de información en la pantalla del tablero de su familia.
- Seleccione el botón azul "Comenzar solicitud para (nombre del estudiante)" para quien necesita enviar una solicitud.
- Haga clic en el tipo de solicitud que está enviando.
 - Si su hijo no asiste actualmente a PISD en una transferencia fuera del distrito, haga clic en el cuadro etiquetado NUEVO (resaltado en amarillo en el gráfico a continuación)
 - Si su hijo ya asiste a PISD en una transferencia fuera del distrito y está solicitando una renovación, haga clic en el cuadro llamado RENOVACIÓN (resaltado en verde en el gráfico a continuación) Si su hijo ya está en una transferencia y está cambiando de nivel de campus (Elem a MS, MS a Intermediate o Intermediate a HS), aún elige RENOVACIÓN.

Select Application Category

Step #1
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Step #2
Click the "Select" button to the far right of the grade info column.

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- Haga clic en el botón "Seleccionar".
- Haga clic en la escuela a la que solicita que se transfiera a su estudiante y luego haga clic en "Seleccionar".
FYI: Si no ve la escuela a la que desea transferir a su estudiante, ingresó la información incorrectamente cuando estaba agregando a su estudiante a la cuenta familiar. Debe corregirlo para continuar.
- Responda las preguntas restantes cuidadosamente.
- Luego presione "Continuar" para enviar su solicitud.

Una vez que su solicitud se haya enviado con éxito, recibirá un mensaje de que su solicitud ha sido enviada.

Paso 4. Cargue los documentos requeridos

- Inicie sesión en su Tablero familiar de Scribbles
- Desplácese hasta la parte inferior de la página para encontrar información sobre las solicitudes enviadas.

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- Reúna todos los documentos requeridos. Asegúrese de tenerlos guardados como PDF, JPEG, TIFF, TIF, PNG o BMP. No se pueden cargar otros tipos de archivos.
- Haga clic en Ver/Agregar documento y siga las indicaciones para cargar sus documentos.
Consulte la página 3 para obtener una lista de los documentos requeridos.

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Documentación Requerida para Transferencias Fuera del Distrito

¡IMPORTANTE! Las solicitudes de transferencia no se procesarán hasta que se presente toda la documentación requerida. Si tiene problemas para enviar su documentación, lleve sus documentos a Servicios Estudiantiles ubicado en el Edificio Administrativo de Pasadena ISD ubicado en 1515 Cherrybrook Ln, Pasadena, TX 77502.

Si solicita una transferencia a mitad de año, su estudiante debe permanecer inscrito en su escuela actual hasta que se apruebe la solicitud de transferencia. El retiro anticipado podría resultar en la denegación de la solicitud de su hijo.

Solicitudes de Transferencia de Renovación

Una prueba de residencia actual*

Nuevas Solicitudes de Transferencia

Identificación con foto de los padres
 Dos comprobantes de domicilio vigentes*
 Registros de educación (consulte los requisitos a continuación)

- Asistencia
- Calificaciones
- Disciplina**
- Documento ARD/504, si aplica

Si está solicitando una transferencia para un estudiante que ingresará a PK o Kindergarten y el estudiante no asistió a un distrito de Texas durante el año escolar 2021-2022, no se requieren registros educativos. Sin embargo, aún debe presentar las dos pruebas de residencia y una identificación con foto de los padres.

Registros Educativos Requeridos		
Plazo de Presentación de Solicitudes	Fecha Efectiva de la Transferencia	Registros Educativos Requeridos
Primavera	Comienzo del Siguiete Año Escolar	Datos desde el comienzo del año hasta el comienzo de las vacaciones de primavera
Verano	Comienzo del Siguiete Año Escolar	Datos de todo el año anterior
Semestre 1	Con la Aprobación	Datos de todo el año anterior + cualquier dato acumulado durante el primer semestre
Semestre 2	Con la Aprobación	Datos del Semestre 1 + cualquier dato acumulado durante el segundo semestre

***La prueba de residencia aceptable** incluye (debe tener una fecha dentro de los últimos 30 días):

- Documento de Pago de Hipoteca o Contrato de Arrendamiento
- Factura de Servicios (Teléfono, Electricidad, Cable, Internet, Gas, Agua)
 Nota: No se aceptan facturas de teléfonos móviles.
- Estados de cuenta de pago de seguro de automóvil (sin tarjetas de responsabilidad; debe ser una póliza real)
- Documentación de asistencia estatal/federal (los ejemplos incluyen)
 - Medicare Medicaid Beneficios para militares/veteranos
 - SNAP Seguro Social
 - TANIF Beneficios de desempleo
- Documentación de manutención infanfile

** **¿No hay disciplina para informar?** Debe presentar una declaración firmada impresa en papel membretado de la escuela y firmada por un funcionario de la escuela que establezca que no hubo disciplina.

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