



ALEDO INDEPENDENT SCHOOL DISTRICT

May 3, 2017

Dear Parent/Guardian,

As you are aware, the Aledo ISD has redrawn our elementary attendance zones in anticipation of the opening of Walsh Elementary School. The purpose of this letter is to address In-District transfer requests. Parents may use the process outlined in this letter to make a request that their child attend an elementary campus other than the assigned campus per the new attendance zones.

There are several significant conditions to be considered before making an In-District transfer request. These include the following:

- *All transfer requests are reviewed based upon an identified educational need of the child.
- *Transfer approval is based on space available in the child's grade level.
- *Bus transportation will not be provided; parents are responsible for transportation to and from school each day.
- *Transfers are approved for one school year only and requests must be resubmitted on an annual basis.
- *Students will be required to attend the attendance zone elementary campus the first week of the school year as transfers cannot be approved until we begin the school year and determined our class numbers at each grade level and campus.

Please understand that the granting of a transfer other than the assigned attendance zone elementary campus is extremely rare. If you think you may be interested in applying for a transfer for your child, please complete the In-District Transfer Request form that is located on the Aledo ISD home webpage, left hand side, *In-District Transfer Request 2017*. Please scan and email the completed form to Lynn McKinney, at lmckinney@aledoisd.org. You will receive an email to confirm your transfer request has been received. Additional phone calls/emails will be made to parents once a transfer request is approved or denied.

If you have any questions about the transfer process or the approval procedures, please contact me at 817-441-8327 or via email at lmckinney@aledoisd.org.

Respectfully,

Lynn McKinney
Deputy Superintendent
817-441-8327