

**LEWISVILLE ISD  
TRANSFER DECISION APPEAL**

Transfer appeals will be considered in accordance with *LISD Board Policy FNG (Legal)* and *(Local)*.

**Due to state limits on class size, if your transfer request was denied solely due to available space at an elementary campus, that decision may not be appealed.**

Additional pages may be added with this form as needed as well as any separate documentation you would like considered. To request an appeal of a transfer decision, fill out this form completely and submit it along with any documentation you would like considered, within 15 calendar days from the date of your transfer denial letter/email by one of the following methods:

- Scan and e-mail the form to [lisdtransfers@lisd.net](mailto:lisdtransfers@lisd.net)
- Submit the form in person at the LISD Administrative Center, 1565-C W. Main St., Lewisville, TX 75067
- Mail the form to Lewisville ISD Attention: Transfer Appeals, P.O. Box 217, Lewisville, TX 75067

1. Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a LISD or LISD contracted services employee?  YES  NO

If YES, what campus/facility? \_\_\_\_\_

2. Do you reside inside Lewisville ISD?  YES, I live IN-District  NO, I live OUT of District

3. What school is your child zoned to attend (based on your address)? If you live OUT of LISD include district and school your child should attend where you live. \_\_\_\_\_

4. To which school have you requested a transfer and been denied? \_\_\_\_\_

5. Is your child currently attending this requested transfer school?  YES  NO

6. Are there any siblings currently attending the requested transfer school?  YES  NO

7. What was the date of your transfer denial email: \_\_\_\_\_

8. What were the listed reasons for denial in your transfer decision letter/email:

9. If the denial was for behavior, attendance and/or failing grades, explain the reason the student did not meet LISD expectations in that area/s, AND what actions you and the student have already taken to improve that area/s.

10. Why should an exception to LISD Transfer Policy be made for your child?

*Your appeal request will be promptly reviewed by the designated district administrator and a decision will be sent by mail or email within 10 school days from receipt of this request. You may be contacted for a phone or in-person conference if more information is needed. Questions about the appeals process can be directed to [lisdtransfers@lisd.net](mailto:lisdtransfers@lisd.net) or 972-350-4780.*

Parent Signature: \_\_\_\_\_

Date Appeal Submitted: \_\_\_\_\_