

ELEMENTARY
PARENT NOTIFICATION LETTER

Campus _____ Date _____

Dear Parent(s):

This is to inform you that the address _____
on the Student Information Card for your child, _____
is not in the attendance zone for the campus.

Your child may be eligible to enroll at this campus if they have received one of the following:

- Regular Transfer
- Majority-to-Minority Transfer
- County Transfer
- Magnet Transfer
- Parent employed at campus
- Grades 6-9-12 Special Transfer
- Transfer Committee Approval (current year only)

In order to remain at this campus, you must provide documentation from the eligibility list above. Please contact the office of Student Admissions and Transfers, Administration Building, 802 North Sam Houston, 333-8093, if you need assistance.

If we do not get approval for your child to enroll at this campus by ~~May 22, 200~~_____
_____, the Student Information Card will be sent to the school in the District in
(Date)
which you live.

Sincerely

Campus Administrator