

WISD Out of District Transfer Process

1. Online enrollment link on the WISD website.
2. The campus transfer applications are linked on the online enrollment page.
3. The district process initiates when the parent/guardian completes the transfer application and provides the required documentation (previous year attendance, grades, discipline records) to Wade Stanford via email.
4. The transfer application and accompanying documentation is packaged by Mr. Stanford's administrative assistant.
5. A face-to-face meeting is scheduled by Mr. Stanford's administrative assistant between the parent/guardian, student, and Mr. Stanford.
6. During the face-to-face meeting, Mr. Stanford decides whether the transfer is approved or denied, and the parent/guardian is notified then and there.
7. The transfer application is documented with Mr. Stanford's approval/denial and is given to Mr. Stanford's administrative assistant.
8. Mr. Stanford's administrative assistant notifies campus personnel and the athletic director of the approval/denial of the transfer request by email.

If the transfer application is denied, no further action will be taken.

If the transfer application is approved, the campus moves forward with the enrollment process.