

The K-12 transfer window for the 2027-2028 school year opens *on December 7, 2026, at 9:00 a.m. and closes on January 15, 2027, at 4:00 p.m.*

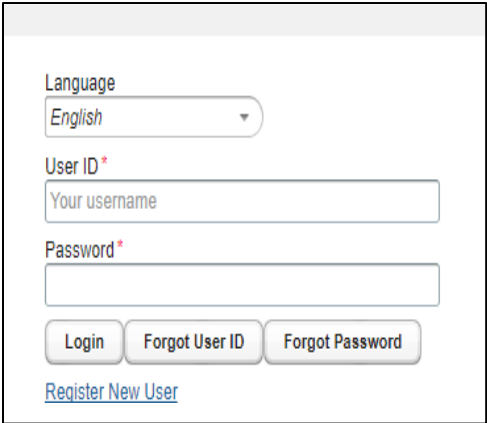
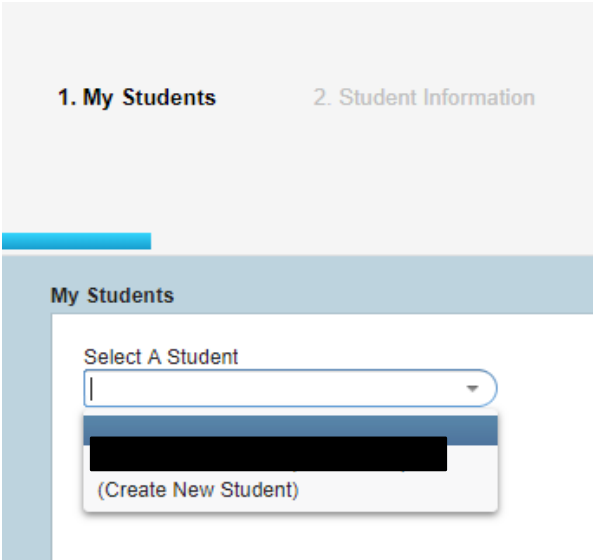
Pre-K transfer applications will begin on April 1, 2027. For assistance with a Pre-K transfer request, please contact the Early Childhood Department at (806)219-0340

Instructions for Submitting a Transfer Request

Use the following link to access the Online Registration/ Transfer Application site: <https://teams.lubbockisd.org/registration/>

Families who have a student who already attends Lubbock ISD: enter the Gradebook User ID and password.

Families who are brand new to Lubbock ISD and have no other students in Lubbock ISD: click “Register New User” and proceed to create your online registration account.

A screenshot of a web form for registration. It includes a 'Language' dropdown menu set to 'English', a 'User ID*' field with placeholder text 'Your username', and a 'Password*' field. Below these are three buttons: 'Login', 'Forgot User ID', and 'Forgot Password'. At the bottom is a blue link that says 'Register New User'.A screenshot of a web interface with two tabs: '1. My Students' and '2. Student Information'. The 'My Students' tab is active. Below the tab is a section titled 'My Students' containing a 'Select A Student' dropdown menu. The dropdown is open, showing a list of student names (one is redacted with a black box) and a link at the bottom that says '(Create New Student)'.

1. My Students Screen:

Once you have logged into the registration portal, you will choose the student for whom you are completing the transfer request, or if the student is new to LISD, choose Create New Student.

Once completed, click “**Next**” in the lower right corner.

2. Student Information Screen:

Complete the requested student information, but **DO NOT SELECT A CAMPUS AT THIS POINT.**

In the field “**Enrollment Requested Grade Level**,” select the grade level in which your child will be enrolled for the 2027-28 (next) school year. You must select this box and change the grade level if it shows the 2026-27 (current) grade level.

In the field “**Enrollment Requested Campus**,” scroll and select “**Request Transfer to Other School**.” Again, **DO NOT SELECT A CAMPUS AT THIS POINT.** Once completed, click “**Next**” in the lower right corner.

3. Transfer Request Screen:

Transfer Request Type:

1. If you live in LISD address boundary, select- **Open Campus**
2. If you do not live in LISD address boundary, select - **Out of District**

Transfer Reason:

Select Transfer Reason: Select the reason you are requesting a transfer. This will be based on your 1st choice campus.

- Dual Language** – (Harwell, McWhorter)
- Early College High School** - (Estacado Only)
- Magnet** - (Talkington or Commander William C McCool Only)
- ROTC** - (Estacado or Lubbock High Only)
- Specialty** – Any campus with a special program
- Standard Transfer** – All other transfer requests

Transfer to School:

Select your campus choice:

- 1st Choice School (Specialty, Dual Language, ROTC, Magnet)
- 2nd Choice School (Magnet)

If your student is a current LISD student, click “**Next**” in the lower right corner. You do NOT need to upload any documentation.

If your student is **NOT** currently an LISD student, upload the stated documentation found below:

LogoutBackNext

1. My Students

2. Student Information

3. Request Transfer to Other School

4. Parent/Guardian Contacts

5. Other/Emergency Contacts

6. Medical History

7. Verify Campus

8. Restrictions

9. Student Forms - Please make sure to scroll to the bottom and across each form and complete all fields highlighted in yellow.

10. Confirm Enrollment

Request Transfer to Other School

If your student is coming from **outside of Lubbock ISD** it is your responsibility to acquire these documents from your current campus and upload them with your application. These documents include:

- Attendance Records (Fall 2020) - [Out of District Transfer Verification Form](#)
- Behavior/Discipline Documentation on school letterhead (Fall 2020)
- If the student is in a self-contained special education class, requires a specified staff/student ratio, and/or the student is receiving "speech/language therapy for more than 60 minutes per week", attach a copy of the current IEP

If your student is **new to Lubbock ISD** and applying to attend Kindergarten at a campus other than their neighborhood school, parent should be prepared to upload their student's:

- Birth Certificate
- Current Immunization Records

If your student is coming from **outside of Lubbock ISD** and receives special services of any kind, please upload the most recent documentation relating to the services your student receives.

Some documents may need to be combined in a single PDF scan because only three attachment uploads are available.

Documentation from website list

Transfer Documentation-1

Choose FileNo file chosenAdd Attachment

Additional Documentation

Transfer Documentation-2

Choose FileNo file chosenAdd Attachment

Attach the required documentation in the following order:

1. Choose file to upload
2. Click "Add Attachment"

You must click "**Add Attachment**" or your documents will **NOT** attach to your child's record.

Once completed, click "**Next**" in the lower right corner.

4. Parent/Guardian
Contacts

5. Other/Emergency
Contacts

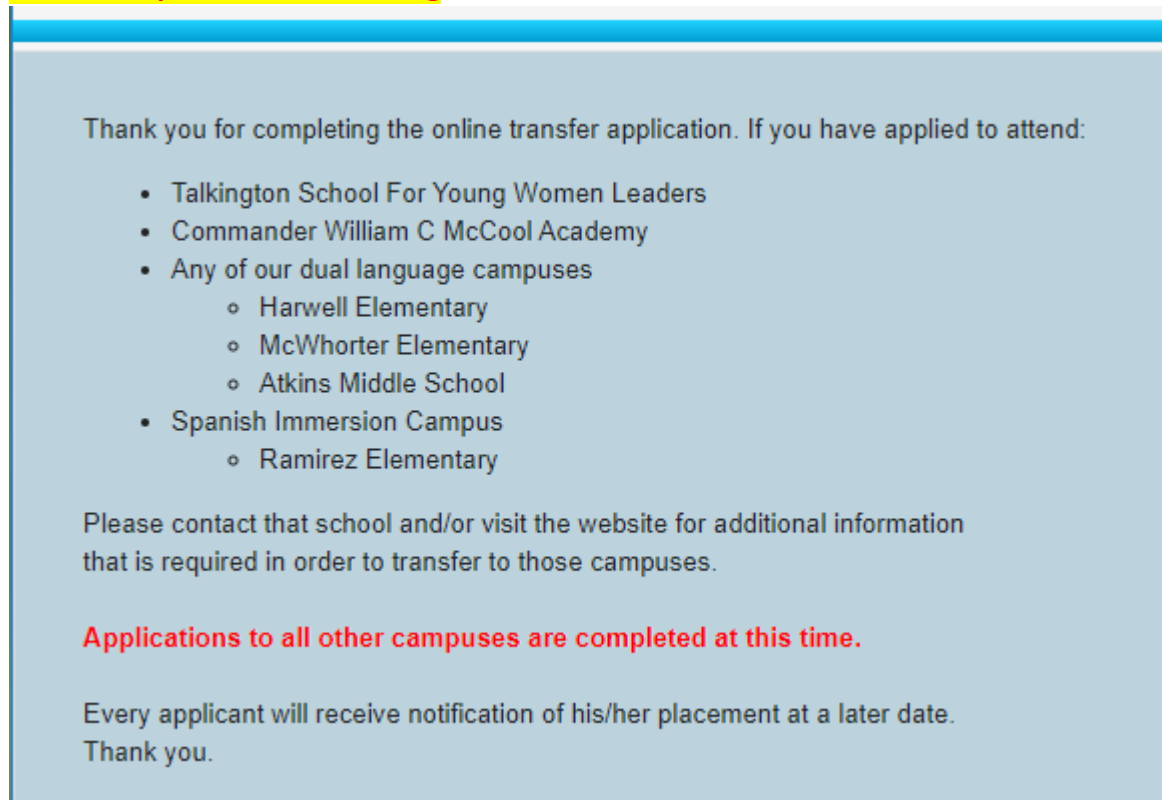
6. Verify Campus

Complete sections 4 through 6
to complete the transfer
request process.

After completing Step 6, your screen should show the following message:

Follow the instructions outlined in the message box below for the listed schools. If your school is not listed within the message box, your application is complete.

You will **NOT** receive an email stating that you have completed the process. The screen shown below indicates that you have completed the process. **For Grades K-12, if you would like documentation of the submission, please email transfer.request@lubbockisd.org**



Thank you for completing the online transfer application. If you have applied to attend:

- Talkington School For Young Women Leaders
- Commander William C McCool Academy
- Any of our dual language campuses
 - Harwell Elementary
 - McWhorter Elementary
 - Atkins Middle School
- Spanish Immersion Campus
 - Ramirez Elementary

Please contact that school and/or visit the website for additional information that is required in order to transfer to those campuses.

Applications to all other campuses are completed at this time.

Every applicant will receive notification of his/her placement at a later date.
Thank you.

Once submitted, the application will be reviewed, and transfers will be determined.

IMPORTANT: To prevent the transfer from being deleted, please ***do not re-enter*** the registration/transfer portal to check the status of the request or to register. Email transfer.regeust@lubbockisd.org for documentation of the transfer submission.