

Alvin ISD Employee Child Transfer Guidelines

Employee Child Transfers

As an added incentive, full-time employees of Alvin ISD are eligible to have their children attend school at campus designated by their work location zone. These transfers will be treated as in-district or out of district-transfers based on the employees residence. Employees will be required to provide a current copy of their utility bill when submitting application

Please note the following:

- All applications will be dated and time stamped, and will be considered on a first-come first-served bases.
- Campus assignment is not guaranteed. Once a campus reaches capacity, transfers to that campus will be closed.
- Transfer applications are approved on a yearly basis, and an application must be submitted annually. Employees that do not apply during the transfer window will not be granted a transfer for their child.
- Students must meet and maintain eligibility requirements.

Eligibility Requirements

In order to be eligible for an employee child transfer, parent must be a full-time employee and the student(s) must be in good standing with discipline and attendance. Alvin ISD reserves the right to revoke or non-renew a transfer if the requirements are not met or maintained.

Definition of a Full-Time Employee

- Someone that is deemed by the Human Resources department as a full time employee who receives benefits. Substitutes and/or contracted workers are not full-time employees of the district.
- Child of full time employee: The full time employee must be the parent that the child lives with and
 1. Is listed as a parent on the birth certificate
 2. Be married to the parent listed on the birth certificate of the student **AND** lives with the student or
 3. Be the court-appointed legal guardian with whom the student resides.

Completing the Application

The official deadlines will be the same as the general transfer policy. The transfer window dates will be posted annually on the Alvin ISD website. www.alvinisd.net/Page/3265. Completed applications should be submitted to the Office of Administrative Services before the deadline.

Got Questions? Call Administrative Services at 281-245-2440