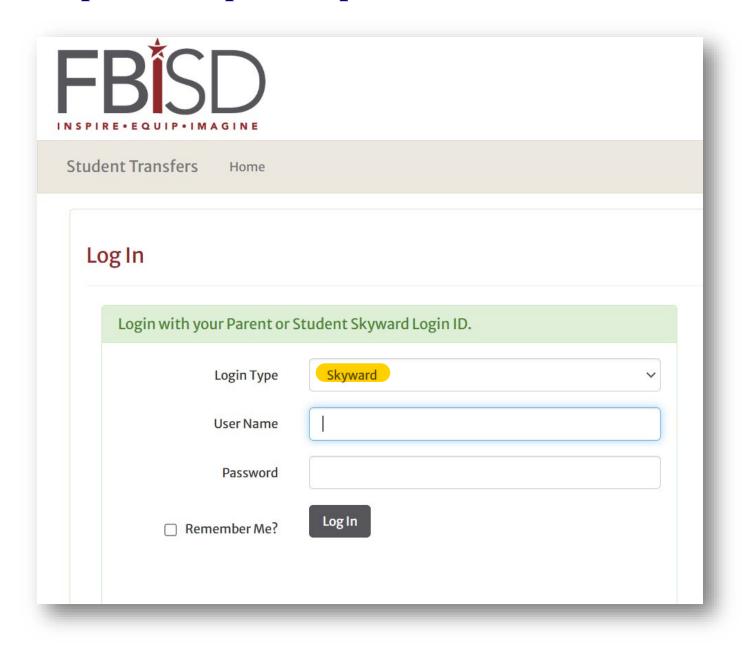# Steps to Complete a Special Circumstance Transfer (SCT)

Step 1:
For the Login Type choose Skyward from the drop-down menu

Step 2:
Enter your Family Access/Skyward user name and password

Step 3:
Click "Log In"

New Student Transfer Application

Step 1: Qualifying Information

I have read and accept the Terms of the Student Transfer Guidelines. *
- ○ Yes
- ○ No

Guidelines can be found here

Are you attending via Intended Residency or Power of Attorney? *
- ○ Yes
- ○ No

Next

Step 4:
Answer questions for "Qualifying Information"

Step 5:
Click "Next"

New Student Transfer Application

Step 2: Transfer Type

Transfer Type ○ Employee Student Transfer (EST) Renewal – Student currently has an approved employee student transfer and is renewing their employee student transfer for the upcoming school year.

○ <mark>Special Circumstance Transfer (SCT) Renewal</mark> – Student currently has an approved special circumstance transfer and is renewing their special circumstance transfer for the upcoming school year.

○ None of these apply

[Previous] [Next]

Step 6:
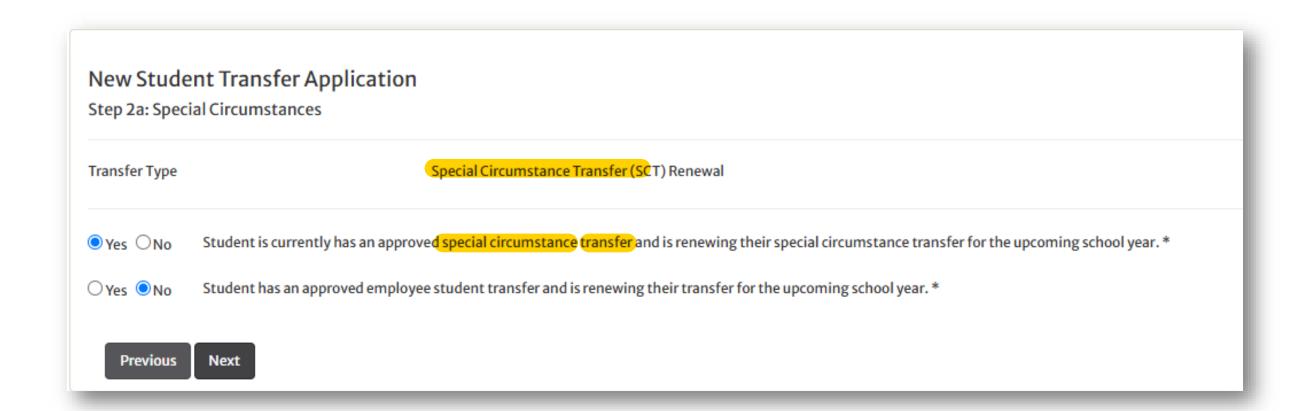**Select the transfer type the you are requesting.**

If you are renewing your SCT, Select *Special Circumstance Transfer (SCT) Renewal*.

If you are completing a new request, select the option available for a *Special Circumstance Transfer*.

Step 7:
Click "Next"

New Student Transfer Application

Step 2a: Special Circumstances

Transfer Type   Special Circumstance Transfer (SCT) Renewal

● Yes ○ No   Student is currently has an approved special circumstance transfer and is renewing their special circumstance transfer for the upcoming school year. *

○ Yes ● No   Student has an approved employee student transfer and is renewing their transfer for the upcoming school year. *

[Previous] [Next]

Step 8:
Select Special Circumstance Transfer (SCT) Renewal. If you are completing a new request, select the option available for a Special Circumstance Transfer.
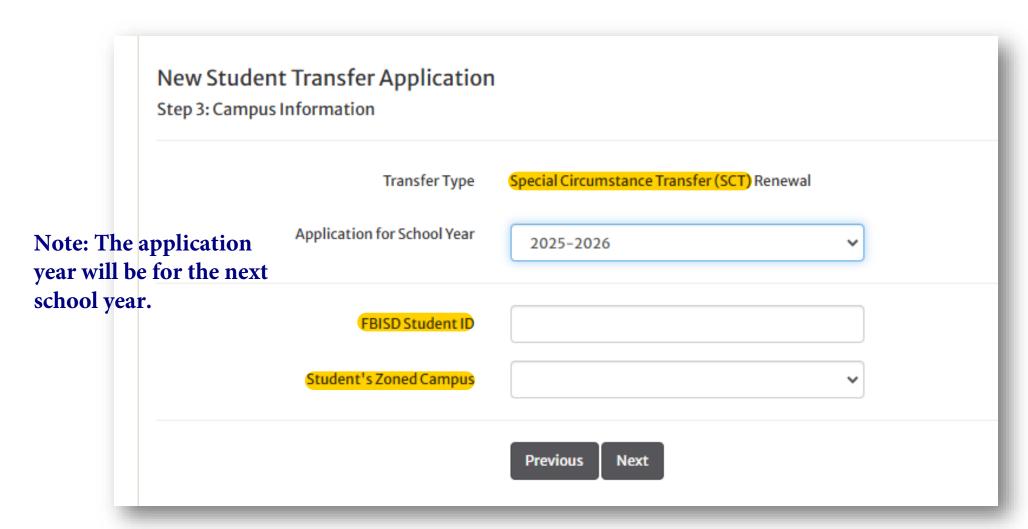
Step 9:
Click "Next"

New Student Transfer Application
Step 3: Campus Information

Transfer Type	Special Circumstance Transfer (SCT) Renewal
Application for School Year	2025-2026
FBISD Student ID	
Student's Zoned Campus	

Previous   **Next**

Note: The application year will be for the next school year.
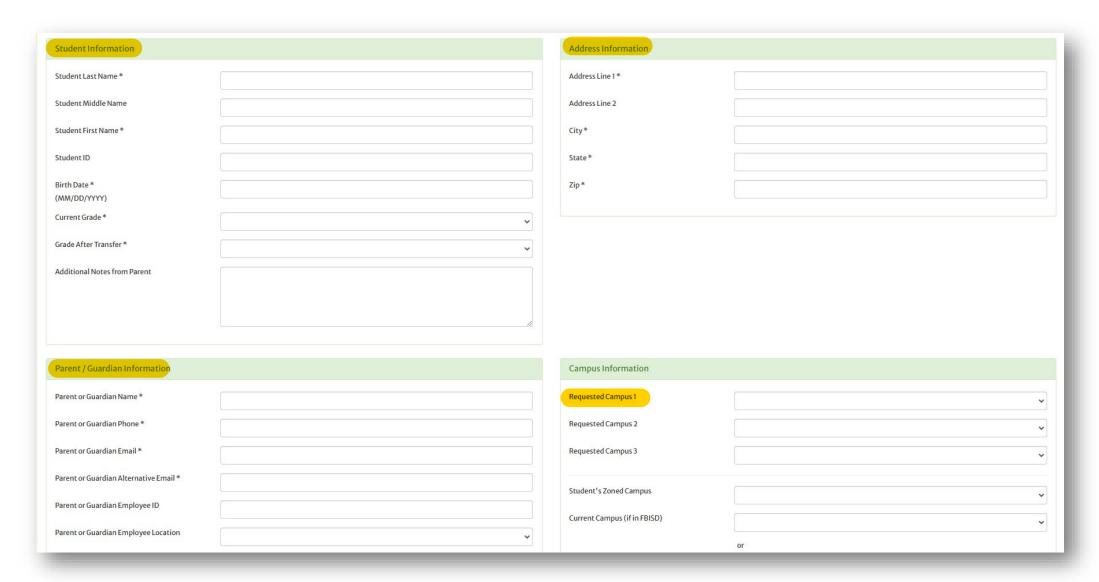
Step 10:
Enter your student's ID number and zoned campus. The zoned campus is the campus that your home address attends.

Step 11:
Click "Next"

Step 12:
Enter the *Student Information, Address Information, Parent/Guardian Information and requested campus.*

Student Information

Student Last Name *	
Student Middle Name	
Student First Name *	
Student ID	
Birth Date * (MM/DD/YYYY)	
Current Grade *	
Grade After Transfer *	
Additional Notes from Parent	

Address Information

Address Line 1 *	
Address Line 2	
City *	
State *	
Zip *	

Parent / Guardian Information

Parent or Guardian Name *	
Parent or Guardian Phone *	
Parent or Guardian Email *	
Parent or Guardian Alternative Email *	
Parent or Guardian Employee ID	
Parent or Guardian Employee Location	

Campus Information

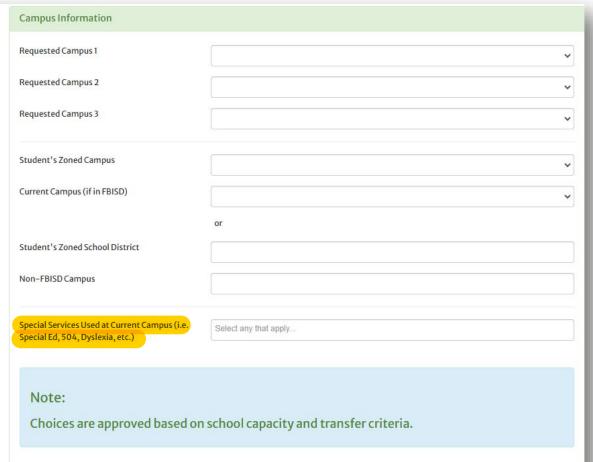|	
Requested Campus 1	
Requested Campus 2	
Requested Campus 3	
Student's Zoned Campus	
Current Campus (if in FBISD)	

or

Note:
For students renewing their transfers, select your current transfer campus.
For new transfer requests, select the campus you are requesting.

Parent / Guardian Information

Parent or Guardian Name *	
Parent or Guardian Phone *	
Parent or Guardian Email *	
Parent or Guardian Alternative Email *	
Parent or Guardian Employee ID	
Parent or Guardian Employee Location	

Campus Information

Requested Campus 1	
Requested Campus 2	
Requested Campus 3	
Student's Zoned Campus	
Current Campus (if in FBISD)	

or

Student's Zoned School District	
Non-FBISD Campus	
Special Services Used at Current Campus (i.e. Special Ed, 504, Dyslexia, etc.)	Select any that apply...

Note:

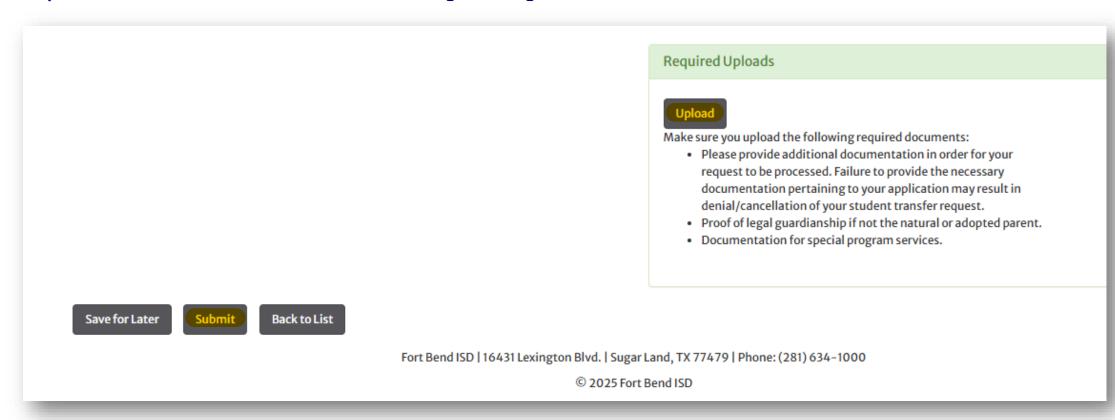Choices are approved based on school capacity and transfer criteria.

Step 13:

If your student receives 504 or Special Education Services, please select any that applies in the *Special Services Used at the Current Campus* section.

Step 14:
If you have documents for DSA to review, please upload. If not, click "Submit".

Required Uploads

Upload

Make sure you upload the following required documents:

- Please provide additional documentation in order for your request to be processed. Failure to provide the necessary documentation pertaining to your application may result in denial/cancellation of your student transfer request.
- Proof of legal guardianship if not the natural or adopted parent.
- Documentation for special program services.

Save for Later   Submit   Back to List

Once you click submit, you will receive an automated email indicating your request is waiting on final approval.
If you do not receive an automated email, please re-enter your application and click submit.