

# Steps to Complete an Employee Student Transfer (EST)

The screenshot shows the FBISD website's login page. At the top left is the FBISD logo with the tagline "INSPIRE • EQUIP • IMAGINE". Below the logo is a navigation bar with "Student Transfers" and "Home" links. The main content area is titled "Log In". A green banner reads "Login with your FBISD Student or Employee email address." Below this is a login form with the following elements:

- Login Type:** A yellow button labeled "Login Type" next to a dropdown menu showing "FBISD".
- Email:** A text input field containing "jane.doe".
- Password:** A text input field with masked characters ".....".
- Remember Me?:** A checkbox.
- Log In:** A yellow button.

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

**Step 2:**  
Enter first.last 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.
  - Special Circumstance Transfer (SCT) Renewal - Student currently has an approved special circumstance transfer and is renewing their special circumstance transfer for the upcoming school year.
  - None of these apply



#### Step 6:

**Select the transfer type the you are requesting.**

**Select **Employee Student Transfer (EST) Renewal**. If you are completing a new employee student transfer request, select the option available for Employee Student Transfer.**

#### Step 7:

**Click "Next"**

## New Student Transfer Application

### Step 2a: Special Circumstances

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Transfer Type

Employee Student Transfer (EST) Renewal

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- 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

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#### Step 8:

Select **Employee Student Transfer (EST) Renewal**. If you are completing a new request, select the option available for an Employee Student Transfer.

#### Step 9:

Click "Next"

## New Student Transfer Application

### Step 3: Employee and Campus Information

Transfer Type	Employee Student Transfer (EST) Renewal
Application for School Year	2025-2026
Employee ID*	<input type="text"/>
Employment Location*	<input type="text"/>

FBISD Student ID	<input type="text"/>
Student's Zoned Campus	<input type="text"/>
or	
Student's Zoned School District	<input type="text"/>
Current Non-FBISD School Campus	<input type="text"/>

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**Note: The application year will be for the next school year.**

**Step 10:**  
Enter your employee ID number and employee location. Enter your student's ID number and zoned campus or zoned district if you live outside of FBISD.

**Step 11:**  
Click "Next"

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

Student Information		Address Information	
Student Last Name *	<input type="text"/>	Address Line 1 *	<input type="text"/>
Student Middle Name	<input type="text"/>	Address Line 2	<input type="text"/>
Student First Name *	<input type="text"/>	City *	<input type="text"/>
Student ID	<input type="text"/>	State *	<input type="text"/>
Birth Date * (MM/DD/YYYY)	<input type="text"/>	Zip *	<input type="text"/>
Current Grade *	<input type="text"/>		
Grade After Transfer *	<input type="text"/>		
Additional Notes from Parent	<input type="text"/>		

Parent / Guardian Information		Campus Information	
Parent or Guardian Name *	<input type="text"/>	Requested Campus 1	<input type="text"/>
Parent or Guardian Phone *	<input type="text"/>	Requested Campus 2	<input type="text"/>
Parent or Guardian Email *	<input type="text"/>	Requested Campus 3	<input type="text"/>
Parent or Guardian Alternative Email *	<input type="text"/>	Student's Zoned Campus	<input type="text"/>
Parent or Guardian Employee ID	<input type="text"/>	Current Campus (if in FBISD)	<input type="text"/>
Parent or Guardian Employee Location	<input type="text"/>		

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

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Student's Zoned Campus

Current Campus (if in FBISD)

or

Student's Zoned School District

Non-FBISD Campus

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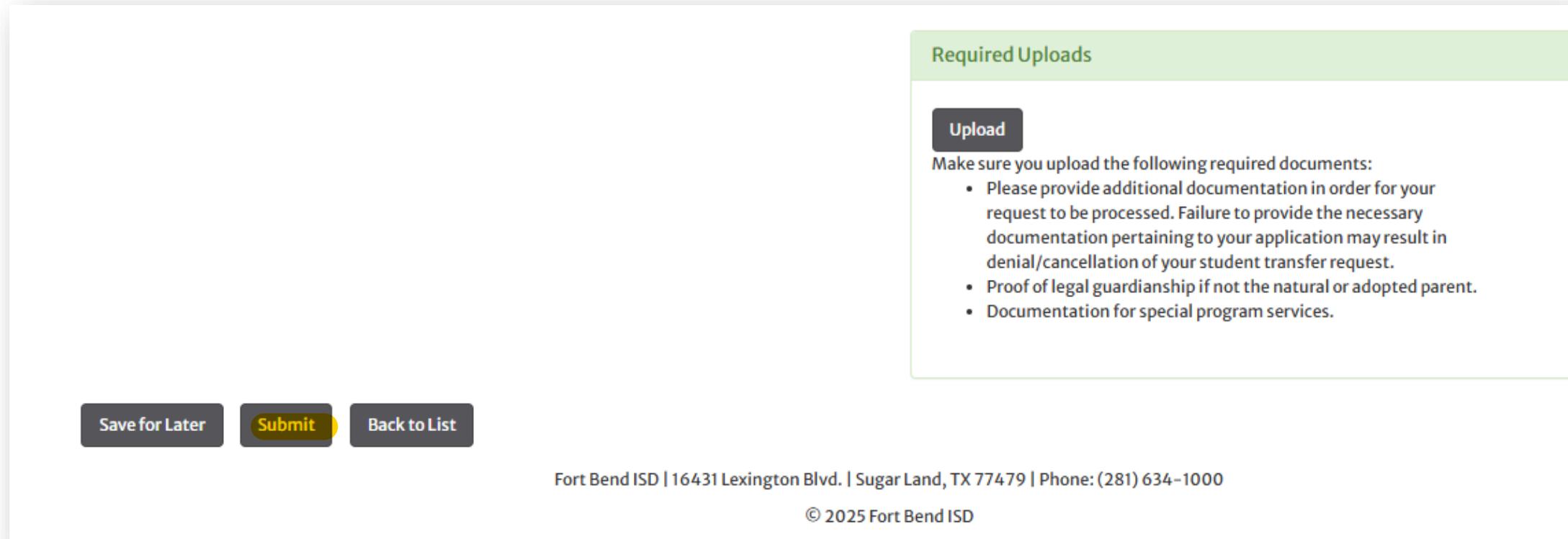
Special Services Used at Current Campus (i.e. Special Ed, 504, Dyslexia, etc.)

**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.**

**Note:**  
 Choices are approved based on school capacity and transfer criteria.

## Step 14:

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



The screenshot shows a web application interface. On the right side, there is a green header titled "Required Uploads". Below this header is a dark grey button labeled "Upload". Underneath the button, the text reads "Make sure you upload the following required documents:" followed by a bulleted list of three items: "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.", and "Documentation for special program services." At the bottom left of the interface, there are three dark grey buttons: "Save for Later", "Submit" (which is highlighted with a yellow border), and "Back to List". At the bottom center, the text reads "Fort Bend ISD | 16431 Lexington Blvd. | Sugar Land, TX 77479 | Phone: (281) 634-1000" and "© 2025 Fort Bend ISD".

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.