



**Transfers Department**

4120 N. First Street Fresno, CA 93726

Phone: 559-248-7538

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Thank you for your interest in the wide variety of school choice options Fresno Unified School District has to offer. Below are step by step instructions on how to fill out our transfer request form.

General instructions:

1. Save the student transfer request document to your computer/phone
2. Download/Install Acrobat Reader DC (if you do not have it) this will allow you to use the submit button (**see directions at the end for download instructions**)
3. Open Adobe Acrobat Reader DC
4. From Adobe Acrobat Reader Open the Student transfer request document saved to your computer/phone
5. Proceed to fill out document as follow:

Step by step instructions by box name:

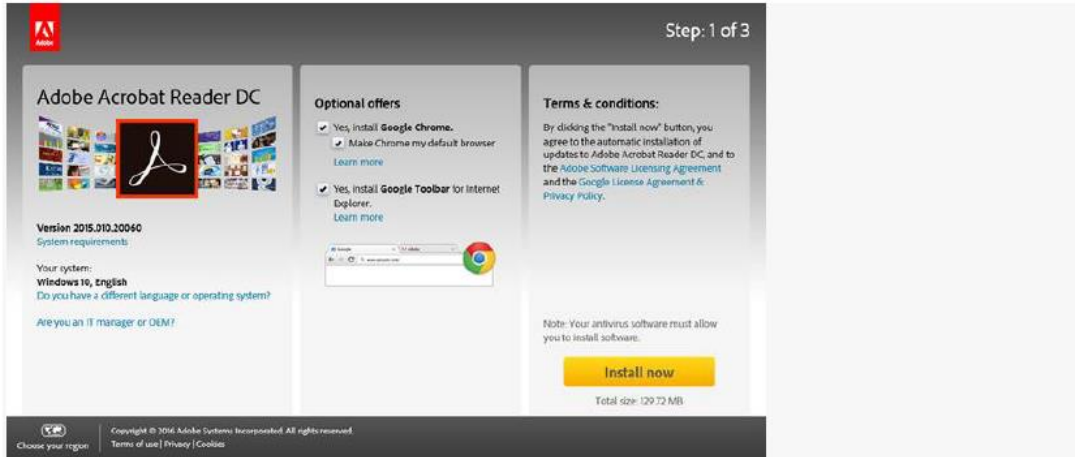
1. Student First Name: Required; Add the student's legal first name
2. Student Last Name: Required; Add the student's legal last name
3. FUSD student ID: Optional; can be added if you know the student ID number
4. Special Ed?: Required;
  - a. Yes- student is in special education
  - b. No- student is not in special education
5. Birth Date: Required; Enter the student's birthdate
6. Grade Level Requested: Required; enter the grade level the student will be for the requested school year
7. Home Address: Required; fill in the address where the student lives
8. Zip: Required; fill in the zip code where the student lives
9. Gender: Required; Mark the gender of the student
10. Other School Transfers: Optional; Type in any Fresno Unified School that is not already listed on the transfer request form. Two choices available, only one school on each line.
11. Magnet Schools: Optional; Choose a school and select number 1 for the requested school, and an optional choice number two
12. Dual Language Immersion Programs: Optional;
  - a. Part A: Student Home Language; Required if requesting a Dual Language Immersion Program
  - b. Part B: Choose a school and select number 1 for the requested school, and an optional choice number two
  - c. Initial: Required; Parent initial agreeing to have student tested for the Dual Language Immersion program if in grades 1<sup>st</sup> or above
13. Admission Criteria Schools: Optional; Choose a school and select number 1 for the requested school, and an optional choice number two
14. Signature of Parent/Guardian: Required; Click on box
  - a. Choose, "Create a new Digital ID"

- b. Choose " Use a Signature Creation Device" (unless able to use other choices)
  - c. Choose "Save to Window Certificate Store"
  - d. Type in parent name, type in email
  - e. Click Continue
  - f. Click Sign
15. Date: Required; Chose the date the form is being completed
16. Email: Optional; Fill in parent email
17. Parent/Guardian Print Name: Required: Type in parent name
18. Parent Birth Date: Optional: Choose parent birthdate, this allows FUSD to link siblings
19. Phone #1: Required; Type in the best phone number to reach the parent/guardian
20. Phone #2: Optional: Type in a second phone number
21. Out of District Employment- Related Transfer: Optional: This is ONLY completed by parents that work within the Fresno Unified boundaries, but the student lives outside of the Fresno Unified school district boundaries
- a. Renewal/New: Required;
    - i. Renewal: Choose if student has previously been approved on an employment transfer
    - ii. New: Choose if student has not been attending on an employment related transfer
  - b. Business Name: Required; Name of parent's place of employment
  - c. Address: Required; Address of parent's place of employment within Fresno Unified
  - d. When "Submit Transfers Office" button is clicked, employment verification document can be attached to the email. Employment documentation is often a pay stub with business name, employee name, and numbers blacked out if desired
22. Second page, Present School: Required; School student is attending now
23. Second Page, Grade: Required; Grade student is in now
24. Second Page: Required; Complete the reason for the transfer. Type in the "comments" area
25. When the form is complete, click: "Submit to Transfers Office"
- a. To use your default email click, continue or use another email address by entering the address
  - b. An email will pop up with the transfer request attached, press send
26. Sent email will serve as a receipt of the transfer request form

# Explorer: Download and install Acrobat Reader DC

Follow these steps to install a free version of Acrobat Reader DC using Internet Explorer.

1. Go to the [Adobe Acrobat Reader download](#) (Click Here) page and click **Install now**.



3. When you see the confirmation message that the installation is complete, click **Finish**.

