

Steps to Complete a Special Circumstance Transfer (SCT)

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 Parent or Student Skyward Login ID.". Below this is a form with the following elements:

- Login Type:** A dropdown menu with "Skyward" selected.
- User Name:** An empty text input field.
- Password:** An empty password input field.
- Remember Me?
- Log In:** A dark button.

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.
 - 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

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

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 *	<input type="text"/>
Student Middle Name	<input type="text"/>
Student First Name *	<input type="text"/>
Student ID	<input type="text"/>
Birth Date * (MM/DD/YYYY)	<input type="text"/>
Current Grade *	<input type="text"/>
Grade After Transfer *	<input type="text"/>
Additional Notes from Parent	<input type="text"/>

Address Information	
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip *	<input type="text"/>

Parent / Guardian Information	
Parent or Guardian Name *	<input type="text"/>
Parent or Guardian Phone *	<input type="text"/>
Parent or Guardian Email *	<input type="text"/>
Parent or Guardian Alternative Email *	<input type="text"/>
Parent or Guardian Employee ID	<input type="text"/>
Parent or Guardian Employee Location	<input type="text"/>

Campus Information	
Requested Campus 1	<input type="text"/>
Requested Campus 2	<input type="text"/>
Requested Campus 3	<input type="text"/>
Student's Zoned Campus	<input type="text"/>
Current Campus (if in FBISD)	<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

Student's Zoned Campus

Current Campus (if in FBISD)

or

Student's Zoned School District

Non-FBISD Campus

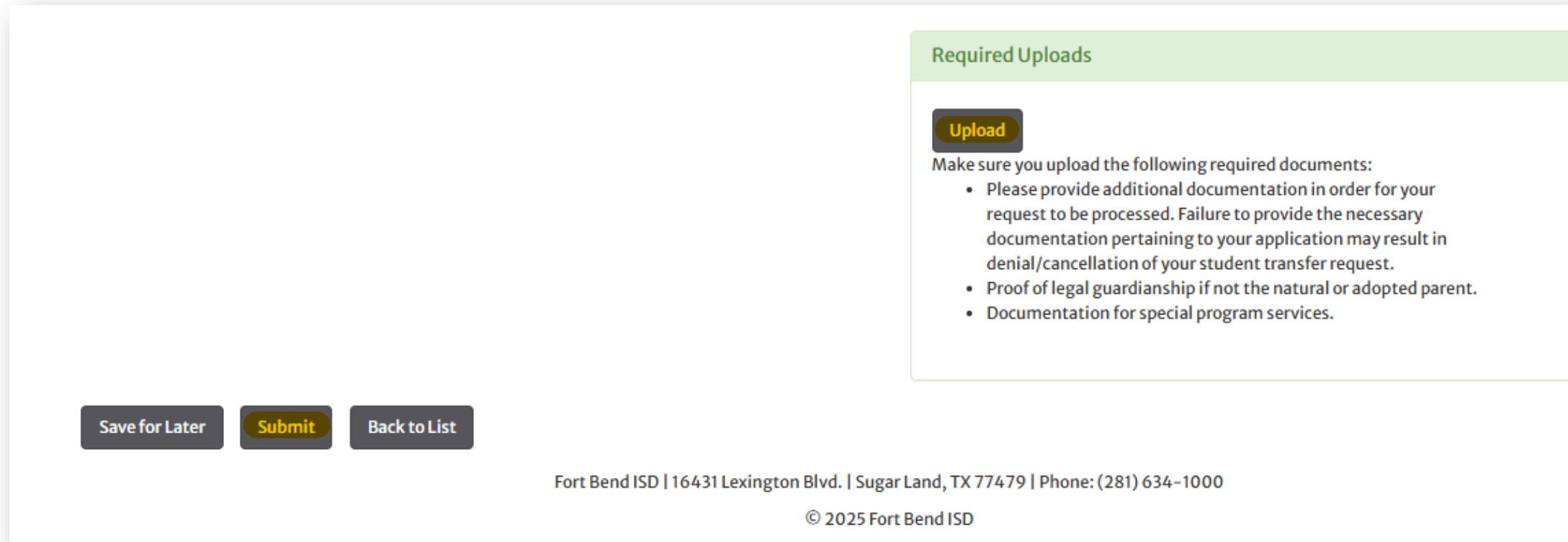
Special Services Used at Current Campus (i.e. Special Ed, 504, Dyslexia, etc.)

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, there is a yellow 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 buttons: "Save for Later", "Submit", 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".

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

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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.