

DATE RECEIVED BY SPO \_\_\_\_\_ SCHOOL YEAR TO BECOME EFFECTIVE **2019-2020**

GRADE WHEN TRANSFER IS TO BECOME EFFECTIVE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (include area code) \_\_\_\_\_

EMAIL (for notification of approval/denial) \_\_\_\_\_ CORRESPONDENCE DFKDJFLJ DFJKDJ F

COMMUNICATION PREFERENCE EMAIL \_\_\_\_\_ MAIL \_\_\_\_\_

DOES THE STUDENT HAVE AN IEP?

YES \_\_\_\_\_

NO \_\_\_\_\_

IS THIS AN ENGLISH LANGUAGE LEARNER (ELL) STUDENT?

YES \_\_\_\_\_

NO \_\_\_\_\_

CURRENT SCHOOL \_\_\_\_\_

NEIGHBORHOOD SCHOOL \_\_\_\_\_

REQUESTED SCHOOL \_\_\_\_\_

IS THE STUDENT NEW TO THE DISTRICT? YES \_\_\_\_\_ NO \_\_\_\_\_

**TRANSFER CATEGORIES – Please check all that apply**

**Written explanation is required. Please provide a separate detailed explanation outlining reason for the transfer request.**

\_\_\_\_\_ Childcare (attach documentation) \_\_\_\_\_

\_\_\_\_\_ Continuation (attach proof of student's previous address and new address)

\_\_\_\_\_ Hardship (attach documentation) \_\_\_\_\_

\_\_\_\_\_ Sibling (list sibling's name) \_\_\_\_\_

\_\_\_\_\_ Dual Language \_\_\_\_\_

\_\_\_\_\_ Child of current Highline Public Schools employee (list employee's name) \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian (or student if 18 or over)

APPROVED  
DENIED

<input type="checkbox"/>
<input type="checkbox"/>

Student Placement Office: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS \_\_\_\_\_

### GENERAL TRANSFER PROCEDURES

1. Student transfers will be approved as per district policy/procedure 3132/3132P.
  - A. An In-District Transfer Request form must be completed by the parent(s)/guardian(s) of the student for each student seeking a transfer and submitted to the Student Placement Office (SPO). The appeal and the denial process will be based upon transfer categories. If the transfer is approved, the SPO will communicate the approval to the parent/guardian, requested school, and neighborhood school.  
  
**If a transfer is denied, an appeal may be requested for reconsideration to the Student Placement Office within ten (10) school business days of receipt of denial letter. The appropriate District designee will review all relevant information regarding the denial and either uphold the decision or grant the transfer. The appeal decision will be communicated in writing.**  
  
**If capacity is the reason for denial, the parent/ guardian will not have rights to appeal the decision.**
  - B. In-District transfer request will be reviewed during the open transfer window to be considered for the following school year.
2. **Falsification of an address or residence (or conditions of living arrangement) to obtain a school assignment will be cause for the withdrawal of the student from that school and forfeiture of any future transfer rights through the highest-grade level of that school. The student will be returned to the proper school assignment.**
3. Please note: **Transportation is not provided** unless noted in Policy 3132P.

### INSTRUCTIONS FOR COMPLETING THE TRANSFER APPLICATION

**CURRENT SCHOOL:** List the current school your child is now attending (list neighborhood school for pre-kindergarten or new enrollment).

**NEIGHBORHOOD SCHOOL:** Please list the neighborhood school which is the school assigned to your student based on their location of residence.

**REQUESTED SCHOOL:** List the school to which you are requesting to attend.

**EXPLANATION OF TRANSFER CATEGORIES:** Check the reason(s) you are requesting the transfer **and attach a written explanation.**

**Childcare:** Childcare transfers may be granted on a space available basis if current childcare circumstances directly impact the student's ability to attend their neighborhood school. In all cases, supporting documentation will be required. Transportation will be the responsibility of the family.

**Continuation:** Students who move during the school year will be able to remain in their school for the remainder of the year. Families that wish to remain at the current school beyond the current year must apply for an in-district transfer for the following year at the time of the move. Student Placement will process the transfer request for the following year during the appropriate processing window. Transportation will be the responsibility of the family.

**Hardship:** A student may be granted a transfer on a space available basis if attendance in the neighborhood school will cause severe hardship. Severe hardship is defined as any condition that directly interferes with the student's ability to attend the neighborhood school. In all cases, supporting documentation will be required. Transportation will be the responsibility of the family.

**Siblings:** Sibling transfers will be considered on a space available basis. The granting of a transfer request does not guarantee that other siblings will also be granted a similar transfer. A sibling transfer request will only be considered if the siblings will be attending the same school during the same year. Transportation will be the responsibility of the family.

**Dual Language (DL):** Students who do not live in a dual language partner school service area may request a transfer into a dual language program. Transfers will be granted on a space-available basis. Transportation will be the responsibility of the family.

**Child of current Highline Public School employee:** Children of current Highline Public School employees may request a transfer to the school to which the employee is assigned or to a school forming the district's K- 12 continuum that includes the school to which the employee is assigned. Please identify the district employee and location.

Children of current Highline Public School employees may request a transfer to a school other than the one they are assigned to or a school in that K-12 continuum. These requests will be considered on a space available basis. Please identify the district employee and location.