

DATE RECEIVED BY SPO \_\_\_\_\_ SCHOOL YEAR TO BECOME EFFECTIVE **2018-2019**

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

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

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

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

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

DOES THE STUDENT HAVE AN IEP?

YES \_\_\_\_\_

NO \_\_\_\_\_

IS THIS AN ENGLISH LANGUAGE LEARNER (ELL) STUDENT?

YES \_\_\_\_\_

NO \_\_\_\_\_

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

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

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

HAS THE STUDENT PREVIOUSLY ATTENDED THE REQUESTED SCHOOL? YES \_\_\_\_\_ NO \_\_\_\_\_ FOR WHAT GRADE(S)? \_\_\_\_\_

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

**written explanation is required. Please provide detailed explanation outlining reason for the transfer request.**

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

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

\_\_\_\_ Special subject and or specialized course of study (List special subject/ specialized course) \_\_\_\_\_

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

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

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APPROVED

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

DENIED

☐

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 decision will be based upon the transfer priorities. If the transfer is approved, the Student Placement Office will communicate the approval to the parent/ guardian in writing. If the request for transfer is denied, the Student Placement Office will communicate the denial to the parent/guardian in writing, and specify the reason for denial. Student Placement will also communicate transfer decisions with the requested school.  
  
**If a transfer is denied, an individual may file an appeal by requesting 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 requests should be submitted during the open transfer window, January 2 through March 1, to be considered for the following school year. The district will notify the parent/guardian by April 1 of the transfer decision.
  - C. Applications received after March 1 of the current year but before the last day of school will be processed on a case by case basis in accordance with the transfer priorities. **Applications will not be accepted after the last day of the current school year except in extenuating circumstances.**
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 PRIORITIES:** Check the reason(s) you are requesting the transfer **and attach a written explanation.** (Criteria established by the School Board, Board Policy/Procedure 3132/3132P)

**Hardship:** Severe hardship is defined as any condition that directly interferes with the student's ability to attend school or to make reasonable educational progress or any condition that requires the student or the parents to make inordinate, unreasonable or excessive sacrifices to maintain the student's attendance. In all cases, where feasible, supporting documentation by third parties will be required.

**Siblings:** Students that have a sibling currently enrolled in the requested school may request attendance to the same school. Please list the sibling's name. Sibling transfers will be considered on a space available basis.

**Special Subject Transfer Request:** Full details are provided in the Student Assignment and Transfer Guidelines. Please identify the special subject and/ or specialized course of study.

**Child of current Highline Public School employee:** Children of employees have a right to attend the school in which their parent/guardian works or at a school forming the district's k-through 12 continuum which includes the school to which the employee is assigned. Employees will be considered on a space available basis for all other school requests. Please identify the district employee.