



## Highline Public Schools Student Placement Office In-District Transfer Hardship Verification

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.

Highline Public Schools is committed to maintaining neighborhood schools for its students. The district assignment and transfer procedures support the district's primary goal of serving students within their assigned neighborhood elementary, middle and/or high school. Highline Public Schools Student Placement Office is dedicated to ensuring hardship requests are reviewed equitably.

Parent explanation should provide details outlining what the hardship is, and include any third party documentation that allows the Student Placement Office to verify that a hardship exists. If a hardship request does not have enough information it will be automatically denied.

The examples listed below are suggested examples of documentation that may be considered in the review of a transfer.

### **Examples of hardship & documentation include:**

Childcare hardship: letter from childcare provider including address/ location of care, schedule of care provided, and—if applicable, schools where they transport.

Employment hardship: letter from employer with address/location of work and work schedule

Bullying: HIB form, record of communication to/from school, a copy of a safety plan