

Ellensburg School District 1300 E. 3<sup>rd</sup> Ave. Ellensburg WA 98926 509-925-2080

School Use Only: Received Application:	
Date	Time
Signature	

IN-DISTRICT SCHOOL TRANSFER REQUEST		
Initial Request Renewal Request		
Requested SchoolResident SchoolCurrent School		
Student's Name Date of Birth		
Does your student have an IEP? Yes No So4 Plan? Yes No No		
Is your student a Multilingual Learner? Yes  No		
School Year Student Transfer is for Grade Student Transfer is for (Example: 22/23)		
Reason for Student Transfer: Parent is an ESD staff member at request school.		
Parent NameParent School		
Student's sibling is in an academic program (Autism, Life Skills) at request school.		
Hardship (Please explain in brief the hardship circumstance)		
Other (Please specify, as in Out of District, 5 <sup>th</sup> grade student, etc.)		
Parent SignaturePrint Name		
Parent SignaturePrint Name AddressPhone numberEmail		
Accepted by Requested School		
Denied by Requested School		
Principal Date  Reason for Denial: Space Availability Attendance Records Discipline Records		

NOTE: This Student Transfer must be renewed each school year. FORMS AVAILABLE AT ALL SCHOOLS AND AT DISTRICT OFFICE

#### **Notices**

- The transfer request is not complete until the resident school has released the student and submitted the request to the nonresident school, and it has been accepted. The student should remain enrolled in the resident school until there is an effective start date at the nonresident school.
- The parent will be notified by the school of acceptance and the effective start date or denial.

# **Decision-Making Criteria for In-District Transfer Requests**

### **Space Availability**

All applications will be considered on a stringent space-available basis.

### **Attendance Records**

Truancy may result in denial or revocation. Appeals of a principal's denial or revocation of boundary exceptions for student residing within the Ellensburg School District will be referred to the Executive Director of Student Services, except for denials based on space availability, in which case the principal's decision is final.

## Acknowledgements

- I certify that the information provided is accurate and complete.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand that I will be responsible for providing transportation to and from school for my student
- I understand that if granted a transfer, my student will stay at the transfer school throughout the academic year.
- I understand that requests are approved for one school year only, and it is my responsibility to complete a new form each year.
- I understand that the in-district transfer can be revoked at any time if there are attendance issues.