



### 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.