RICHLAND School District

TRANSFER REQUEST 2022-23 SCHOOL YEAR

6972 Keene Rd, West Richland, WA 99353

Ph: 967-6000   Fax: 942-2401

STUDENT LEGAL NAME (Please Print)_____ Birthdate_____

PARENT/GUARDIAN NAME (Please Print)_____Email_____

Address_____City_____State_____Zip_____

Home Phone_____Work Phone_____Cell Phone_____

REQUESTING TRANSFER TO: School _____ For Grade _____

School Boundaried For_____School District Boundaried For_____

School Currently Attending_____School District Currently Attending_____

REASON(s) FOR TRANSFER (Check all that apply)

- ☐ Child of Full-Time RSD Employee—Location:_____
- ☐ Daycare (Elementary Only – Complete provider section below)
- ☐ Sibling(s) enrolled at requested school last year   Name(s) _____Grade(s)_____
- ☐ Other_____

- ☐ Recent move & would like to remain
- ☐ Attended requested school last year

ELEMENTARY ONLY: Daycare Provider (Please Print) _____

Phone_____Address_____City_____

SPECIAL PROGRAMS   Any Special Programs required? ☐ No   ☐ Yes   **(If yes, check all that apply)**

☐ Special Education / IEP   ☐ Section 504   ☐ ESL   ☐ Remedial Chapter/LAP   ☐ Other_____

PARENTAL / GUARDIAN AGREEMENT

- **Transportation will be the responsibility of the parent(s) or guardian in all transfer cases unless otherwise determined by the district.**
- I agree to continue my child's enrollment in the requested school for the entire school year.
- I agree to notify the district if at any time, after the first year, I wish to return my child to the attendance area school.
- I agree to contact the school's Athletic Director for clarification of athletic eligibility for my high school student.

**My signature attests that I have read and understand this agreement and that all information provided is accurate.
**Until notified by Richland School District Student Services, request is not approved and student must register in home attendance area school.

**PARENT/GUARDIAN
SIGNATURE** _____ DATE_____

RETURN COMPLETED FORM TO: RSD, Student Services 6972 Keene Rd, West Richland, WA 99353 or email: Debra.Branson@rsd.edu

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01/03/2022