



Kennewick School District No. 17  
1000 West 4<sup>th</sup> Avenue  
Kennewick, Washington 99336  
[www.ksd.org](http://www.ksd.org) 509.222-5000 fax 509.222-5053

**DAYCARE PROVIDER VERIFICATION FOR K-5 TRANSFER STUDENTS**

The Kennewick School District Board Policy # 3132 states that “**Students are assigned to attendance area schools in according to Board-adopted geographic boundaries.**”

However, when a student has a daycare provider whose address is out of the student’s attendance area, a transfer request may be made for the student to attend the school served by that daycare provider’s address **provided the student attends the daycare daily and/or a majority of the school week.** Completion of this verification form is an annual requirement.

Applications for transfer will be accepted starting **November 1** for the following school year.

- If you reside **within** the Kennewick School District, complete the in-district transfer request. Please keep your student enrolled in his/her current school until you receive notification of approval of transfer. If you reside **outside** of the Kennewick School District, you will need to submit a transfer request using the online Choice Transfer Request Portal available at <https://eds.ospi.k12.wa.us/choicetransferrequest>. A is required annually.

Student’s Name \_\_\_\_\_

Parent’s Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Parent Work or Cell #1 \_\_\_\_\_ Parent Work or Cell #2 \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by daycare provider:**

I will be the daycare provider for the above-named student for the \_\_\_\_\_ school year. This student will be attending school from the address below. I will notify the school should this change.

I agree to be an emergency contact for this child. Yes  No

Daycare Provider’s Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Daycare Provider’s License # \_\_\_\_\_

Daycare Provider’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_ Principal’s Signature \_\_\_\_\_

School \_\_\_\_\_