

INTER-DISTRICT STUDENT TRANSFER REQUEST FORM

(One form per student please)

FOR SCHOOL YEAR: _____

Student ID No: _____

Student Name: _____ Grade in above school year: _____ Date of Birth: _____

Address/City/State: _____ Zip Code: _____

Parent/Guardian Name: _____ Email: _____

Home Telephone: _____ Work Telephone: _____ Cell Phone: _____

Resident School: _____ Currently Enrolled? Yes No

Non-Resident School District Requested: _____ School Requested: _____

Please check all that apply: Special Ed Regular Ed 504 Discipline Issues Health Care Plan Other New Request Renewal
Basis for request:

- ____ A financial, educational, safety or health condition affecting the student would likely be reasonably improved as a result of the transfer.
- ____ Attendance in the *Non-Resident District* is more accessible to the parent's place of work or to the location of child care.
- ____ Some other special hardship or detrimental condition that affects the student or the student's immediate family would be alleviated as a result of the transfer.
- ____ Student is the child of a full-time certificated/classified school employee seeking to enroll at the school to which the employee is assigned.

Please explain: (required)

Term of Requested Release:

- ____ Remainder of the current school year (for requests for release made during the school year)
- ____ One school year: _____
- ____ Full Time _____ Part Time _____ If Part Time, please explain: _____

Parent/Guardian Acknowledgment and Signature:

I certify that I have read and understand this Inter-District Transfer Request form, and that all information I have provided is true. I further understand that:

1. The Non-Resident Accepting District effectively becomes the Resident School District for the education of the student and will be responsible for the required services to the student;
2. The term of the student's release/acceptance is conditional on an agreement between the Resident Releasing District and the Non-Resident Accepting District regarding such term;
3. The parent/guardian or student shall be responsible for the student transportation to and from school;
4. Enrollment of the student may be terminated by the Non-Resident Accepting District in accordance with conditions set forth in the Non-Resident Accepting District's policies/procedures. Enrollment may be terminated by the Resident Releasing District if it is discovered that the information provided was incomplete or was materially misrepresented.

Parent/Guardian Signature: _____ Date: _____

Non-Resident Accepting District Authorization:

Transfer and Agreement: Approved Denied

Non-Resident Accepting School District: _____ Enrollment Date: _____

Non-Resident Accepting District Authorized Signature/Title: _____ Date: _____

Resident Releasing District Authorization:

Transfer and Agreement: Approved Denied

Resident Releasing School District: _____

Resident Releasing District Authorized Signature/Title: _____ Date: _____

**INTER-DISTRICT STUDENT TRANSFER AGREEMENT
FOR SCHOOL YEAR: _____**

1. Parties:

This *Inter-District Transfer Agreement* ("Agreement") is entered into by and between _____ (school district), a Washington Municipal Corporation, and _____, commonly known as _____.

2. Purpose:

A resident student of _____ has submitted the form attached to and incorporated herein as Attachment A requesting a release to attend _____. Pursuant to the information in Attachment A, and the provisions of this Agreement, _____ ("*Resident Releasing District*") agrees to release the student to _____ ("*Non-Resident Accepting District*") upon *Non-Resident Accepting District's* acceptance of the student and pursuant to this Agreement.

3. Duration:

Unless otherwise terminated for reasons set forth herein, the term of the student's release and acceptance shall be for:

___ Remainder of the current school year (for requests for release received during the school year).

___ One school year: _____

___ Full time ___ Part time (please explain): _____

4. Responsibility of Non-Resident Accepting District

Upon acceptance, the *Non-Resident Accepting District* effectively becomes the "resident" school district for all matters related to the education of the student and will be responsible for all services and state and federal requirements related to the student. This includes, but is not limited to, special education services, administration of state educational assessments, Comprehensive Education Data and Research System (CEDARS) reporting, Adequate Yearly Progress (AYP), and basic education services.

5. Conditions/Procedure for Early Termination or Other Reasons

5.1. Conditions:

5.1.1. Non-Resident Accepting District: Once accepted, the *Non-Resident Accepting District* may terminate enrollment of the non-resident student prior to the end date set forth in paragraph 3 above only if such termination is in accordance with terms set forth in the *Non-Resident Accepting District's* Board Policy/Procedure. The *Resident Releasing District* agrees to become responsible for the compulsory education of such student upon receipt of written notice of such termination from the *Non-Resident Accepting District*.

5.1.2. Resident Releasing District: *Resident Releasing District* may terminate release of the resident student only if, after an *Inter-District Transfer Request* has been approved, it is discovered that the information provided was materially misrepresented.

5.2. Procedure:

5.2.1. Early Termination: If early termination occurs pursuant to sections 5.1.1 or 5.1.2 above, the termination district shall provide written notice to the other district specifying the applicable termination provision(s) under this Agreement. The terminating district's written notice shall also include the student's most current contact information as known by the district.

5.2.2. Student Withdrawal: If the student withdraws from the *Non-Resident Accepting District* prior to the completion of the duration specified in paragraph 3 above or for any other reason(s), the *Non-Resident Accepting District* shall remain responsible for the compulsory education of such student until the student enrolls in the *Resident Releasing District* or any other school and shall provide written notice to the *Resident-Releasing District* specifying the reason(s), if known, for the student's withdrawal, and providing the student's most current contact information as known by the district.

6. Notices:

Any notice under this agreement shall be in writing and delivered to the *Non-Resident District Authorizing Administrator* and the *Resident District Authorizing Administrator* indicated on page one of this form.