

**Stanwood-Camano School District #401**  
**APPLICATION FOR ATTENDANCE IN NON-SERVICE AREA SCHOOL**  
**(IN-DISTRICT TRANSFER)**

3131F1  
Students

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides. A parent or guardian may request that his or her child be allowed to attend another school in the district. Requests must be submitted, in writing, to the Director of Curriculum and Instruction.

Such requests will be reviewed and prioritized using the following criteria: (refer to Stanwood-Camano School District Policy 3131 and Procedures 3131P).

- a. Whether the student is a child of a full-time certificated or classified employee and the request is for the employee's assigned school or a feeder pattern school.
- b. The capacity of the building, program, grade level or classroom as determined by the district.
- c. Specific program features as reported by the principal to the Director of Curriculum and Instruction.
- d. The availability of a program at a school to meet the educational needs of the student.
- e. Whether student is continuing enrollment at site or in program.
- f. Whether siblings are enrolled at the same site. In situations where district boundaries and special programs would separate siblings, this procedure keeps siblings together K-12, regardless of where the family resides.
- g. Date the In-District Transfer Form was received by the Director of Curriculum and Instruction.

If the request for transfer is approved, the parent/guardian **must assume responsibility for adequate transportation** and supervision to and from school. If the request for transfer is denied, the parent/guardian may appeal to the Assistant Superintendent of Teaching and Learning for review of the decision.

**INSTRUCTIONS:**

1. Present this application with Section I completed to the Director of Curriculum and Instruction. The district office will review the request.
2. If approved by the Director of Curriculum and Instruction, if applicable, enrollment in the non-service area school is authorized and families will be notified in writing.
3. This application is for the current school year only and **must be completed each school year.**

**PLEASE PRINT**

**SECTION I – Parent/Student Request**

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Current Grade \_\_\_\_\_

Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Service Area School \_\_\_\_\_ School Requesting to Attend \_\_\_\_\_ Grade \_\_\_\_\_

I hereby request that the above-named student be permitted to attend a non-service area school for the \_\_\_\_\_ school year.

Reason(s)(continue on back or attach sheet if extra space is needed): \_\_\_\_\_

Does the student receive special education/related services? Yes  No  If yes, explain \_\_\_\_\_

Does the student receive Section 504 services? Yes  No  If yes, explain \_\_\_\_\_

Does the student receive ELL services? Yes  No  If yes, explain \_\_\_\_\_

Has the student been suspended/expelled at previous school? Yes  No  If yes, explain \_\_\_\_\_

Does the student have a sibling at the requested school? Yes  No  If yes, explain \_\_\_\_\_

Is the student a child of a district employee? Yes  No  If yes, indicate worksite \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION II Stanwood-Camano Non-Service Area Transfer Agreement**

Having examined the circumstances and facts stated above, the student's request to attend \_\_\_\_\_ School in the Stanwood-Camano School District for the \_\_\_\_\_ school year is: **Approved**  **Denied**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Curriculum and Instruction