

Date received at ESC: \_\_\_\_\_

Received By: \_\_\_\_\_

☐ I am a resident of the Edmonds School District☐ I am a **Non-resident**, residing in the \_\_\_\_\_ School District**Important:**

- Middle and High School students: Application deadline is **Friday, February 14, 2025**.
- Elementary School students: Application deadline is **Friday, May 30, 2025**.
- **This process does not apply to Madrona K-8, Maplewood K-8, Edmonds-Heights K-12, eLearning Academy or Scriber Lake**
- This process follows school board [policy 3131/3131P](#) and policy [3141](#)

To be completed by the parent/guardian or eligible student (18 years or older).

Name of Student Requesting School Change: \_\_\_\_\_

Grade Level in 2025-2026: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Email: \_\_\_\_\_

Resident Address: \_\_\_\_\_ Assigned Neighborhood School: \_\_\_\_\_

City-Zip Code: \_\_\_\_\_ Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

I am requesting school change to the following school: First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

**Reason for request. Check the appropriate reason(s) for requesting a school change.**

- ☐ Child of parent who is a full time employee of the Edmonds School District. Employee work location: \_\_\_\_\_
- ☐ Sibling of current school change student or student enrolled in Challenge, Consolidated Health Service, Intensive Support, Emotional/Behavioral Disability or Transition programs. **IMPORTANT NOTE:** If approved, parents must transport siblings of students receiving special education busing.  
Name of sibling currently at requested school: \_\_\_\_\_
- ☐ International Baccalaureate (IB)
- ☐ STEM or STEAM Magnet Programs
- ☐ Other (reason required): \_\_\_\_\_

**My signature below indicates that I understand the following:**

1. Does your student receive Special Education services (IEP) or have a Section 504 plan? If yes, a copy of the current plan must be attached to this application. ☐ Yes ☐ No
2. Does your family have a parenting plan or court order regarding custody in place? ☐ Yes ☐ No If yes, see stipulation #2 on reverse side.
3. If approved, I understand I am responsible for transportation to and from school and will deliver and pick up my child on time.
4. I acknowledge and give permission for the Edmonds School District to obtain information about my student regarding discipline, gang membership, suspension/expulsion, attendance, and/or special service programs from the last school attended. I acknowledge notification of the transfer of records/information as required by the Family Educational Rights and Privacy Act of 2000 (FERPA). Student information obtained will be treated in a confidential manner and will not be transmitted to a third party without my permission.
5. If this school change request is denied, I understand I have ten (10) school days after receipt of denial to appeal the decision.
6. I have read and understood #1-5 above and the information found on the back of this form.

\_\_\_\_\_  
Signature of Parent/Guardian or Student if 18 or older\_\_\_\_\_  
Date**For District Use**☐ Approved: \_\_\_\_\_ / \_\_\_\_\_  
School Date☐ Denied: \_\_\_\_\_ / \_\_\_\_\_  
School Date**For Office Use**

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Sibling |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> Skyward |
| <input type="checkbox"/> Grades/GPA | <input type="checkbox"/> CTR     |

## All schools have limited capacity for school change for the 2025-26 school year

**International Baccalaureate (IB) at Edmonds-Woodway High** - open to current 8th grade students who reside in the Edmonds School District service area. Students must complete the IB Application and follow the application process for acceptance.

**STEM Magnet Program at Mountlake Terrace High** – a “Choice Program” available to students in the district. Students must complete the STEM Application with Mountlake Terrace High to be accepted. Nonresident students interested in STEM must also complete the STEM application and a school change application and meet the eligibility requirements to attend the program.

**STEAM Program at Lynnwood High** – a “Choice Program” available to students in the district. Students interested in attending this program must complete a school change application and meet all eligibility requirements to attend the program. Nonresident students must complete the school change application and meet the eligibility requirements to attend the program.

### Additional School Change Information/Guidelines

1. Students must be enrolled at their assigned school while waiting for a school change decision (in-district students only).
2. It is the responsibility of the parents/guardians to ensure that any conflicts related to the conditions of legally decreed parenting plans and/or court orders are resolved prior to the time the transfer request is considered for approval. After approval, any copies of parenting plans and/or court orders must be provided to the school where the student is or will be attending.
3. A transfer may be revoked during the school year when in the judgment of school leadership, the student is not benefiting from the transfer and/or creating a substantial obstacle to the opportunities of other students to learn in an environment free of unnecessary disruptions.
4. All applications received by the school change deadline that meet the eligibility requirements will be accepted up to the number of spaces available at the requested school; when space is available, siblings of students who are currently enrolled may be accepted for school change to the same school provided the eligibility criteria are met by the sibling.
5. In-district school change is only open to those students who are in good academic standing (No “F” grades and above a 2.0 GPA), have satisfactory attendance (no unexcused absences or excessive tardiness), and have no severe behavior violations (suspensions).
6. All applications received after the deadline will be denied; with the exception of siblings of current students and students of employees.
7. Out of district families may apply to attend a school in our district. All students who apply to the district will be considered based upon the same criteria.

### Submit applications:

- Mail to Edmonds School District, School Change, 20420 68th Ave W, Lynnwood, WA 98036
- Email to [schoolchange@edmonds.wednet.edu](mailto:schoolchange@edmonds.wednet.edu)
- Fax to 425-431-7182

**Appeals:** Submit appeal of special hardship circumstances within 10 days of denial to:

Superintendent's Office-School Change Applications, Edmonds School District, 20420 68th Ave W, Lynnwood, WA 98036