



FOR USE BY TUMWATER SCHOOL DISTRICT ONLY

Date Received in DO: \_\_\_\_\_

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

45<sup>th</sup> Day: \_\_\_\_\_

# Intra-District Student Transfer Request

Transferring from one Tumwater school to another Tumwater school

School Year Requested: **2025-26**

Submit a separate form for each student requesting a transfer. Accepted transfers are valid for one year only. It is the responsibility of the parent/guardian/student to obtain, complete and submit a new form each year for each student. Completed forms can be emailed to [transfers@tumwater.k12.wa.us](mailto:transfers@tumwater.k12.wa.us) Call 360.709.7036 with questions

**Student's Legal Name:** \_\_\_\_\_ **Grade in 25/26:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Resident School:** \_\_\_\_\_ **Requested School 1.** \_\_\_\_\_ **2.** \_\_\_\_\_

**New Request**  **Renewal Request**  **Last School Attended** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

\_\_\_\_\_

Check all that apply: **Special Ed** \_\_\_\_ **504** \_\_\_\_ **Discipline Issues** \_\_\_\_ **Attendance Issues** \_\_\_\_ **Other** \_\_\_\_\_

Is the student currently under suspension or expulsion from another school district: **Yes**  **No**

Is there another child in the family requesting a transfer? **Yes**  **No**

Parent/guardian is a full-time certificated or classified employee of TSD: **Yes**  **No**  If yes, which school? \_\_\_\_\_

By signing this form, I understand that during the process of making a decision as to whether or not the student will be accepted at the school(s) listed above, the above-named students disciplinary and attendance records will be reviewed and considered by district officials.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

PLEASE DO NOT WRITE BELOW THE LINE-TO BE COMPLETED BY DISTRICT OFFICIALS

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Approve  Deny **School Administrator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Approve  Deny **Special Education Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Approve  Deny **District Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**REASON FOR DENIAL:** \_\_\_\_\_

**Tumwater School District  
Board Policy 3131**

**SCHOOL ATTENDANCE AREA (INTRA-DISTRICT) TRANSFERS**

Students in the district are required to attend the school designated for the geographic attendance area in which they reside.

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 District. Secondary students who request attendance area transfers are subject to the Washington Interscholastic Activities Association's eligibility rules.

Transfers may be granted if:

- A. A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. Attendance at another school in the district is more accessible to the parent's place of work or to the location of child care; or
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer. Special hardship or detrimental conditions may include a student who moves to a new attendance area in the district during the school year.

**Standards for accepting or denying an application:**

The district will accept or deny an application for intra-district transfer based upon the following standards:

- 1. Whether space is available in the building, grade level, program, or classes at the building in which the student desires to be enrolled.
- 2. Whether appropriate educational programs or services are available to improve the student's condition at the requested school.
- 3. Whether the student's transfer is likely to disrupt the educational process or create a risk to the health or safety of other students or staff at the school to which transfer is requested.

Transfers must be granted if the student is a child of a full-time certificated or classified school employee and is requesting to enroll at the school where the employee is assigned or a school in that feeder pattern, unless:

- A. The student has a history of convictions, violent or disruptive behavior, or gang membership;
- B. The student has been expelled or suspended from school for more than ten consecutive days; or
- C. Enrollment of a transfer student would displace a student who is a resident of the attendance area (the resident student must be permitted to remain enrolled until he or she completes his or her schooling).

The district shall provide to applicants written notification of the approval or denial of the application in a timely manner. The Superintendent will develop a procedure for revocation of a transfer, as well as an appeal procedure for transfer requests that are denied or revoked.

If the transfer request is granted, the parent must provide transportation.

Current information about the district's attendance area transfer option will be available on the district website. The Superintendent of Public Instruction's annual information booklet on enrollment options will be available for public inspection on the website of the Office of Superintendent of Public Instruction and will be available at the District Office.

For Legal References please refer to the entire policy on the District Website.

**ADOPTED:** June 30, 1983

**REVISED:** January 28, 2016 February 13, 2020