



6972 Keene Rd
West Richland, WA 99353
Ph: 967-6000 Fax: 942-2401

Pacific Crest Online Academy

2025-26

School Transfer Form



STUDENT LEGAL NAME (Please Print) _____ Birthdate _____

PARENT/GUARDIAN NAME (Please Print) _____ Email _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

REQUESTING TRANSFER TO: School Pacific Crest Online Academy For Grade _____

School Boundaried For _____

School Currently Attending _____

REASON(S) FOR TRANSFER (Please write 2-5 sentences why you want to attend PCOA)

SPECIAL PROGRAMS Any Special Programs required? ☐ No ☐ Yes (If yes, check all that apply)

☐ Special Education / IEP ☐ Section 504 ☐ ESL ☐ Remedial Chapter/LAP ☐ Other _____

PARENTAL / GUARDIAN AGREEMENT

- **Transportation will be the responsibility of the parent(s) or guardian in all transfer cases unless otherwise determined by the district.**
 - I agree to continue my child's enrollment in the requested school for the entire school year.
 - I agree to notify the district if at any time, after the first year, I wish to return my child to the attendance area school.
 - I agree to contact the school's Athletic Director for clarification of athletic eligibility for my high school student.
- **My signature attests that I have read and understand this agreement and that all information provided is accurate.**

****Until notified by Richland School District Student Services, request is not approved and student must register in home attendance area school.**

PARENT/GUARDIAN

SIGNATURE _____ **DATE** _____

RETURN COMPLETED FORM TO: PCOA, 621 Snow Ave., Richland, WA 99352 or email: Amy.Brower@rsd.edu

FOR DISTRICT USE ONLY

RELEASING DISTRICT AGREEMENT TO WAIVE ATTENDANCE I hereby agree to waive attendance for this student

School District _____ School _____

Releasing Superintendent / Designee Signature _____ Date _____

RICHLAND SCHOOL DISTRICT BUILDING INPUT Principal has reviewed and recommends: Approval _____ Denial _____

Reason for Denial: No Space Available _____ Discipline Issues _____ Attendance Issues _____ Special Circumstances _____

Principal / Designee Signature _____ Date _____

RICHLAND SCHOOL DISTRICT DETERMINATION

Request is: Approved _____ Denied _____ Reason(s): _____

Superintendent / Designee Signature _____ Date _____