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

Pacific Crest Online Academy
School Transfer Form

PACIFIC CREST ONLINE ACADEMY
Learn Wherever You Roam

☐ As Soon as Possible ☐ Next Term ☐ Next School Year

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_____