



Inter-District Transfer Request IN to LOSD

Upon receipt of a signed and approved Inter-District Transfer Contract from your resident school district, Lake Oswego School District (LOSD) will begin processing your request. To initiate processing, the parent/guardian of children in middle or high school whose resident school district is outside the LOSD should review the following guidelines and complete this form.

Applications for an inter-district transfer into LOSD for the 2026-2027 school year will only be accepted **January 21st, 2026, through May 1st, 2026**. No new inter-district transfers will be accepted after the close of the application window. **Elementary: No new applicants will be allowed for or during the 2026-2027 school year.**

District guidelines for allowing transfers:

1. Space must be available in the grade-level, program, and/or school requested.
2. Transportation is the responsibility of the parent/guardian.
3. The District reserves the right to revoke permission for enrollment if the student does not comply with LOSD attendance or behavior guidelines. We expect all students to have a 90% attendance rate throughout the school year, if the student falls below this expectation, this may result in the transfer being revoked.
4. If currently under expulsion, student will need to complete expulsion before being considered for transfer into LOSD.
5. Approval of admission does not imply that your student can participate in Oregon School Activities Association (OSAA) athletics or activities at the high school level. OSAA regulations apply and should be carefully considered. Parent/guardian is responsible for contacting OSAA.
6. All transfers will occur only after a grading period such as the trimester or semester.

The completed application must be submitted by the parent/guardian to LOSD for review and approval by the Executive Director of Secondary Programs. Every effort will be made to provide written notification to the parent/guardian within approximately 10 days of LOSD's decision.

If the request is denied by LOSD: The parent/guardian and non-resident district's designee shall receive a copy of the written denial, including reason(s) why the request was denied as recorded on the *Inter-District Transfer Request Form*.

If the request is approved by LOSD: Upon approval by LOSD, a contract will be written and signed by the Executive Director of Secondary Programs and then emailed the parent/guardian and non-resident district's designee.

LOSD admits students to all the rights, privileges, programs and activities generally accorded or made available to all students in the schools. It does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or disability in administration of its educational policies, admission policies, athletic programs, or in any other way. This extension of privileges does not apply to the District's fee waiver and reduction program.



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School Year: _____

Student Information			
Student Name (Last, First, Middle)	Date of Birth	Current Grade	Current School District
LOSD School in which Attendance Requested			

Is the student currently serving an expulsion?

YES ☐

NO ☐

Parent/Guardian Information			
Parent/Guardian Name (Last/First)			
Address		City	State Zip
Home Phone	Cell Phone	Email	
Parent/Guardian Signature		Date	
Application Form Submission Options			
Mail to: LOSD Attn: Transfer Request at PO Box 70, Lake Oswego, OR 97034 Email: losdtransfer@loswego.k12.or.us Drop off: at District Administration Building 2455 Country Club Rd., Lake Oswego, OR 97034			
Lake Oswego School District Use Only			
Date Received:	Received by:		
Comments:		☐ Approved	☐ Denied
Executive Director Signature:		Date:	