

Stanwood-Camano School District #401
APPLICATION FOR ATTENDANCE IN NON-SERVICE AREA SCHOOL
(IN-DISTRICT TRANSFER)

3131F1
Students

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides. 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 Office for review based on Stanwood-Camano School District Policy 3131 and Procedure 3131P.

Such requests will be reviewed and prioritized using the following criteria:

- a. Whether the student is a child of a full-time certificated or classified employee and the request is for the employee's assigned school or a feeder pattern school.
- b. The capacity of the building, program, grade level or classroom as determined by the district.
- c. Specific program features as reported by the principal to the Executive Director of Student Support Services.
- d. The availability of a program at a school to meet the educational needs of the student.
- e. Whether student is continuing enrollment at site or in program.
- f. Whether siblings are enrolled at the same site. In situations where district boundaries and special programs would separate siblings, this procedure keeps siblings together K-12, regardless of where the family resides.
- g. Date the In-District Transfer Form was received.

If the request for transfer is approved, the parent/guardian **must assume responsibility for adequate transportation** and supervision to and from school. If the request for transfer is denied, the parent/guardian may appeal the decision to the Executive Director of Teaching and Learning.

INSTRUCTIONS:

1. Present this application with Section I completed to the Executive Director of Student Support Services for review.
2. If approved, enrollment in the non-service area school is authorized and families will be notified in writing.
3. This application is for the current school year only and **must be completed each school year**.

SECTION I – Parent/Student Request

Student's Name _____ Birth Date _____ Current Grade _____

Address _____ Apt. # _____ City _____ Zip _____

Parent/Guardian Name _____ Phone _____ Email _____

Service Area School _____ School Requesting to Attend _____ Grade _____

I hereby request that the above-named student be permitted to attend a non-service area school for the _____ school year.

Reason: (continue on back or attach sheet if extra space is needed): _____

Does the student receive special education/related services?	Yes ☐	No ☐	If yes, explain _____
Does the student receive Section 504 services?	Yes ☐	No ☐	If yes, explain _____
Does the student receive ELL services?	Yes ☐	No ☐	If yes, explain _____
Has the student been suspended/expelled at previous school?	Yes ☐	No ☐	If yes, explain _____
Does the student have a sibling at the requested school?	Yes ☐	No ☐	If yes, explain _____
Is the student a child of a district employee?	Yes ☐	No ☐	If yes, indicate worksite _____

Parent/Guardian Signature _____ Date _____

SECTION II Stanwood-Camano Non-Service Area Transfer Agreement

Having examined the circumstances and facts stated above, the student's request to attend _____ School in the Stanwood-Camano School District for the _____ school year is: **Approved** ☐ **Denied** ☐

Signature _____ Date _____
Executive Director of Student Support Services