

Non-resident Choice Transfer Request

Please type or print legibly in blue or black ink.

School Year: 20 ___ – 20 ___

<input type="checkbox"/> New Request <input type="checkbox"/> Renewal Start Date: _____ (if mid-year transfer) End Date: _____	
Requested District: _____ Requested School: _____ Program: (if applicable) _____	Resident District: _____ Current School or Last School Attended: _____
Student: _____ (First) (Middle) (Last)	Birth Date: _____ Grade Level: _____ (of transfer year)
Parent/Guardian: _____ (Required if student is younger than 18 at the time of this request)	Primary Phone: _____ (Parent/Guardian contact if student is younger than 18)
Email: _____	Alternate Phone: _____
Residence Address _____ _____, WA _____ (City) (ZIP)	Mailing Address (if different from residence) _____ _____, WA _____ (City) (ZIP)
REASON for REQUEST (choose <u>one</u> option only)	
<input type="checkbox"/> Student's residence has changed <input type="checkbox"/> To enroll in an online school/program <input type="checkbox"/> To enroll in an alternative school/program <input type="checkbox"/> School is more accessible to childcare <input type="checkbox"/> School is more accessible to parent/guardian's place of work <input type="checkbox"/> School is more accessible to parent/guardian's residence <input type="checkbox"/> Parent/guardian is an employee of the requested district	<input type="checkbox"/> Student's financial condition would likely improve <input type="checkbox"/> Student's educational condition would likely improve <input type="checkbox"/> Student's safety concerns would likely improve <input type="checkbox"/> Student's health condition would likely improve <input type="checkbox"/> Special hardship/detrimental condition impacting student or family <input type="checkbox"/> School has academic options not offered in resident district <input type="checkbox"/> School has extracurricular options not offered in resident district
Additional Information: 	
BEHAVIOR (provide an explanation for any yes answers; attach a separate sheet if necessary)	
Does the student have a record of conviction of crimes, violent or disruptive behavior or gang membership?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this student been expelled or suspended for more than 10 consecutive days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student and/or parent had any formal meetings with school officials regarding school attendance issues in the past two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this student under a court order to attend school or is a truancy petition in the process of being filed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explanation: 	
I have read and understand to the notices and acknowledgements on the second page of this transfer request: 	
_____ Signature of parent/guardian (Student may sign if 18 years or older at the time of this request)	
_____ Date Signed	
Non-Resident School District <input type="checkbox"/> AGREES <input type="checkbox"/> DOES NOT AGREE to ACCEPT this student.	Resident School District <input type="checkbox"/> AGREES <input type="checkbox"/> DOES NOT AGREE to RELEASE this student.
_____ Superintendent Signature	_____ Superintendent Signature
_____ Date Signed	_____ Date Signed

Non-resident Choice Transfer Request

INSTRUCTIONS

Read the important notices and acknowledgements below. Complete the transfer request form on the first page and return it to the superintendent's office in your resident district. Note: A separate request form is required for each student.

NOTICES

- The transfer request is not complete until the resident school district has submitted the request to the nonresident school district, and it has been accepted. The student remains the responsibility of the resident school district until the effective start date at the nonresident school.
- The parent/guardian will be notified by email (or postal mail if an email is not provided) of acceptance and the effective start date or rejection.
- If the request is rejected, the notification will include the reason for the denial and steps to appeal the decision.
- If a district does not respond to a request within 45 days of the request, the request is treated as a denial and the parent/guardian can appeal.
- Under the Choice law, the nonresident school district becomes responsible for all matters related to the education of the student (basic education, special education, home/hospital services, truancy, CEDARS reporting, administration of state educational assessments, etc.). Legal Reference: RCW 28A.225.220 through 230.

ACKNOWLEDGEMENTS

- I certify that the information provided is accurate and complete.
- I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the nonresident school district's policy, and rescindment (revoking) of this transfer may occur in accordance to the conditions listed in the nonresident school district's policy: Aberdeen School District Policy 3141.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand that I will be responsible for providing transportation to and from school for my student, unless the nonresident district is required to provide transportation for the student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA).
- I understand that requests are approved for one school year only, and it is my responsibility to complete a new form each year.
- I understand that should my student move and no longer be a resident of the district, the transfer expires, and I must submit a new request to the new resident school district.
- I understand that my student (if accepted for enrollment in Aberdeen) is subject to the following expectations of the Aberdeen School District regarding attendance, behavior, and academic progress and that failure to comply with these expectations may result in termination of enrollment under the provisions of Choice:
 - Student is expected to make positive academic progress (tests, daily assignments, class participation, etc.) in all classes.
 - Student will exhibit appropriate behavior toward all students and school staff. Any referral to the office could constitute grounds for termination.
 - Student will have consistent attendance without referrals for tardiness or truancy.
- FERPA Release: I authorize the resident school district to release any and all of my student's educational records to the Choice Coordinator of the nonresident school district. By my signature I acknowledge that although I am not required to release my student's records, I am giving my consent to release the information. This release will remain in effect while my student is enrolled unless I revoke such consent in writing. Note: Information will be provided in written format; no information will be released over the phone.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232(g); 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.