



601 N Pierce St
 PO Box 599
 Kittitas, WA 98934
 855-380-8844
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Choice Transfer Request

Application for Non Resident Admission

New Request
 Renewal

Requested District _____	School Year: 20__ to 20__ <i>(one year only)</i>
Requested School/Program _____	Start Date: _____ <i>(if mid-year transfer)</i>
Resident District _____	End Date: _____

STUDENT INFORMATION *(one form per student)*

Student: _____ <i>Legal name First Middle Last</i>	Birth Date: _____ Grade Level: _____ <i>(of transfer year)</i>
Parent/Guardian: _____ <i>(Required if student is younger than 18 at the time of this request)</i>	Email: _____
Current or Last School Attended: _____	Phone (1): _____ Phone (2): _____ <i>(Parent/Guardian contact if student younger than 18)</i>

Residence Address _____ _____ _____, WA _____ <i>City Zip</i>	Mailing Address <i>(if different from residence)</i> _____ _____ _____, WA _____ <i>City Zip</i>
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REASON for REQUEST

- The student’s financial, educational, safety, or health conditions would likely be improved.
- Attendance in the nonresident district is more accessible to the parent’s/guardian’s place of work or to the location of child care.
- There is a special hardship or detrimental condition.
- The purpose of the transfer is for enrollment in an online course or school program offered by an OSPI-approved provider.
- Parent/guardian is an employee with the requested school district.

BEHAVIOR *(attach sheet with explanation for any yes answers)*

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

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.

Please see second page for important notices, acknowledgements, signature and approvals.

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.
- 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.
- 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 the 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.

APPLICATION FOR NON RESIDENT ADMISSION

I request the Kittitas School District accept this student as a nonresident student during the above identified school year, only if program space is available.

I realize Kittitas School District reserves the right to make building assignments, and that approval of this request constitutes admission to the school district and not to a specific building. I understand approval of this request shall be dependent upon the availability of space in appropriate grade level or classes, and the student maintaining regular attendance. If this request is approved, I, the parent/guardian, will take full responsibility for transporting this student to and from the school building to which he/she is assigned and for ensuring his/her regular attendance.

If this request is approved, I understand this student will be subject to and will comply fully with the same school and school district rules and regulations as other district students. I further understand that failure to comply may result in withdrawal of permission to attend the Kittitas School District in the current and ensuing years.

If the choice approval is revoked for any reason the non-resident district will notify the resident district. Any further consideration for placement within the non-resident district must be a new and separate application for admission from the resident district.

- In addition to the foregoing, any interdistrict transfer must be in compliance with all other district policies including those relating to student attendance, academic standards and class size.
- Due to public safety concerns, the Kittitas School District reserves the right to deny admission to any student who has previously been expelled or suspended from any school for the possession of a firearm or other dangerous weapon, or for exceptional misconduct.
- The rules of the Washington Interscholastic Activities Association will be followed concerning athletic eligibility of transferring students.

_____ <i>Signature of parent/guardian (Student may sign if 18 years or older at the time of this request)</i>	_____ <i>Date Signed</i>
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ADMISSION BY NON RESIDENT DISTRICT

Building Principal: Approved _____ Denied _____ (*Please Initial*)

Non-resident School Superintendent _____ Date _____

RELEASE BY RESIDENT SCHOOL DISTRICT

Resident School Superintendent _____ Date _____

In the event that either the application for admission to the non-resident district or the request for release from your resident district is denied, you may request the Board of Directors of the respective district to review that decision. You must give at least five school business days notice prior to the next regular meeting in order to have a hearing before the Board. You have the right to appeal to: Legal Services, Office of the Superintendent of Public Instruction, P.O. Box 47200 Olympia, WA 98504-7200. All other education programs and services are available and provided to all students regardless of race, color, national origin, sex or handicap. (Title IX, ADA and Section 504 Compliance concerns can be addressed to Mike Messenger, Superintendent 855-380-8844)