



**DAYCARE PROVIDER VERIFICATION FOR K-5 TRANSFER STUDENTS**

The Kennewick School District Board Policy # 3132 states that **“Students are to be assigned to District schools in accordance with their residence and boundaries established by the Board.”**

However, when a student has a daycare provider whose address is out of the parent/and or school home boundary/district, permission may be requested for the student to attend the school served by that daycare provider’s address provided the student attends the daycare daily and/or a majority of the school week. Should Kennewick School District find that this is not the case your student may be asked to return to his/her home school.

**Should the daycare provider’s address cease being the residence for school attendance, you will be expected to notify the school and transfer your child to your home school.**

Frequent absences and tardiness may result in the approved transfer request being cancelled and you will be asked to enroll your student in your home-boundary or home-district school.

Applications for transfer will be accepted between **November 1 and January 31** for the following school year.

- If you reside **within** the Kennewick School District, complete the Transfer Request and take it to the out -of - boundary school your student wishes to attend. Please keep your student enrolled in his/her current school until you receive notification of approval from the out-of boundary school.
- If you reside **outside** of the Kennewick School District, you will need to obtain an **Out-of-District Transfer Request** form from your resident school district. **This is an annual requirement.**
- Attach the completed Daycare Provider Form for K-5 Transfer Students to the Transfer Request.

Student’s Name \_\_\_\_\_

Parent’s Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mother Work or Cell # \_\_\_\_\_ Father Work or Cell # \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by daycare provider:**

I will be the daycare provider for the above named student for the \_\_\_\_\_ school year. This student will be attending school from the address below. I will notify the school should this change.

I agree to be the emergency contact for this child. Yes  No

DayCare Provider’s Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ DayCare Provider’s License # \_\_\_\_\_

I agree to release my name as a daycare provider to Kennewick elementary schools to be used in a daycare provider registry? Yes  No

DayCare Provider’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_ Principal’s Signature \_\_\_\_\_

School \_\_\_\_\_