

**IN-DISTRICT TRANSFER REQUEST**

**PLEASE PRINT LEGIBLY IN BLACK OR BLUE INK**

Student Legal Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Parents/Guardian Name \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ # of Years at address \_\_\_\_\_

Former Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ # of Years at address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Boundary School \_\_\_\_\_

School Currently Attending \_\_\_\_\_ Current Grade \_\_\_\_\_

School Requesting Transfer To \_\_\_\_\_ for Grade \_\_\_\_\_ School Year \_\_\_\_\_

For the following reason(s): \_\_\_\_\_

Does student require any special program(s)?  No  Yes If yes, check the appropriate program box below:

Special Education/IEP  Section 504  Bilingual/Migrant  Remedial Chapter/LAP  Other \_\_\_\_\_

Name of Daycare Provider \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Number of siblings presently enrolled in school: \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_\_

Does student plan to enroll in co-curricular activities?  No  Yes If yes, name activities: \_\_\_\_\_

It is understood that we, as parents/guardians, must assume responsibility for adequate transportation and supervision to and from school. We also certify that we have read and agreed to the terms of Kennewick School District Board Policy No. 3132 relating to the attendance boundaries on the reverse side of this request.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

**RELEASING SCHOOL AGREEMENT TO WAIVE ATTENDANCE**

Having examined the circumstances and facts as stated above and agreeing that the student's needs will be best accommodated by the transfer, I hereby agree to waive attendance for the \_\_\_\_\_ school year.

Approved  
 Disapproved Reason: \_\_\_\_\_

Date \_\_\_\_\_ Kennewick School District No. 17 School \_\_\_\_\_

Releasing Principal's Signature \_\_\_\_\_

**RECEIVING SCHOOL AGREEMENT TO ACCEPT STUDENT**

Having agreed that the student's needs will be best accommodated by the transfer, I hereby agree to accept the student for the \_\_\_\_\_ school year.

Approved  
 Disapproved Reason: \_\_\_\_\_

Date \_\_\_\_\_ Kennewick School District No. 17 School \_\_\_\_\_

Receiving Principal's Signature \_\_\_\_\_

## STUDENTS

### Voluntary Transfers - Resident Students (In-District)

Kennewick School District is committed to maintaining equity in the quality of education in all schools. Although school boundaries are established, parents may choose their child's school when the following conditions exist:

1. If there is space available in the grade level, class, or program.
2. If the transfer does not create a classroom or daily overload for the teacher.
3. If the student is in good standing in the areas of academic achievement, attendance, and discipline.

The District will **not** provide transportation for students transferring outside their attendance boundary.

Applications for transfer will be accepted between November 1 and January 31 for the following school year. All requests submitted will be assessed on the criteria listed above. Notification of approval/disapproval will be made by February 28.

By no later than February 1 of each year, the District will determine the capacity of programs and grade levels at each school. Capacity will be based on the classroom space available and building staff allocations.

### ANY TRANSFER REQUEST SUBMITTED OUTSIDE THE SPECIFIC TIMEPERIOD WILL BE ASSESSED ON THE FOLLOWING CRITERIA:

1. There is a financial, educational, safety, or health condition affecting the student for which there is no other reasonable alternative; or
2. The student's attendance in the non-resident district makes him/her more accessible to the parent or guardian's place of work or to the location of child care; or
3. There is a special hardship or detrimental condition.

Applications for transfer are available at each school or at the Kennewick School District Administration Building. If admission to a school is denied, the decision can be appealed to the Director of Elementary or Secondary Education.

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### **HIGH SCHOOL ONLY**

The following eligibility rules will apply to transfer students regarding enrollment and athletic participation.

1. In order to be eligible to participate and/or represent a member school in an interscholastic athletic contest, the student of that school must be residing within the boundaries of that school district and designated attendance area of the school.
2. Any student approved for transfer will be allowed to tryout and participate in athletics at the freshman, sophomore, and junior varsity levels. Varsity level participation will not be allowed for a period of one calendar year from the first day of attendance. There must be no evidence that the student transferred for the purpose of participation in interscholastic athletics or transferred as a result of having been recruited for the purpose of participating in interscholastic athletics.
3. A successful transfer is defined as being registered and enrolled. If a student successfully transfers to a school out of his/her regular attendance boundary, the student will not be allowed to return to the home boundary school for the school year indicated on the transfer form. The student may request to return to the home boundary school the following school year. If the request is granted, the student will be ineligible to participate in athletics at the varsity level for one calendar year from the first day of attendance.
4. Exceptions to the above will be allowed for hardship situations. Parents/students may apply for a hardship waiver at the time they apply for the transfer. The high school principals and District Athletic Appeal Committee will evaluate each request and will apply the hardship criteria.

If the hardship waiver is approved, the transfer student will be immediately eligible to participate in WIAA competition.

District due process procedures will be followed when parents disagree with the decisions of the principals or Athletic Appeal Committee.

Legal Reference:	RCW 28A.225.270	Intra-district Enrollment Options Policies
	RCW 28A.225.280	Transfer Students' Eligibility for extra Curricular Activities

Adopted by the Board: November 26, 1973

Amended by the Board: August 24, 2005