

# In-District Request

(Transfer between schools *within* the district *only*)

School Year Requested: \_\_\_\_\_



Please use a separate form for each student

Longview Public Schools accepts enrollment for all students living within its boundaries and offers each student the opportunity to attend the school designated for the address where the student resides, unless an overload situation requires that a student be transferred to another location with sufficient capacity. Residence is defined as the physical location of a student's principal abode where the student lives the majority of the time (WAC 392-137-115). A request for transfer must be initiated by the parent, guardian, or independent student who wishes to attend a Longview Public School other than the residence-based school in accordance with School Board Policy and Procedure #3131.

The following process will be used to fill available spaces:

- A. Longview School District students residing within the attendance area of a particular building.
- B. Longview School District students who have previously been approved as in-district transfers provided there is space available, and the student is in good standing.
- C. Currently enrolled students in good standing, with a change in home address, may be given preference to remain in current school to help minimize disruptions to student learning.
- D. Siblings (of Longview School District students) requesting a transfer to a particular building but who reside in the attendance area of another building within the Longview School District.
- E. Students requesting a transfer to a particular building but who reside in the attendance area of another building within the school district. Transfer requests will be considered in the order received.
- F. Longview School District students who are being home schooled but who wish to take a part of their instruction in a school outside of their regular attendance area.
- G. **Nonresident** (out-of-district) students requesting a transfer from another school district.

Additionally, the student will follow the rules and regulations applicable to all students attending the school and the student will maintain regular student attendance. Students meeting the above criteria will be notified in the order of their selection. Once a transfer has been granted, the student will be subject to the same conditions of continued enrollment as for resident students. If students do not acceptably meet behavior, grade or attendance standards a transfer may be revoked by building administration at semester time. A new transfer request must be originated at each level change, i.e., elementary to middle school or middle to high school.

**IMPORTANT NOTE TO PARENTS-** Special transfer requests will be approved on a space available basis. For this reason, it is necessary for you to register your child at your neighborhood school to assure that he/she will have an assigned classroom in the fall.

**ATHLETIC ELIGIBILITY-**After attending a Longview high school, students changing enrollment to/from one high school to another shall be considered transferring students. To have full high school athletic eligibility a student must meet the WIAA residence requirement (18.11.0).

Does your child have: IEP:  YES  NO 504:  YES  NO

Student's Name \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent's Name \_\_\_\_\_ Grade level for the year this transfer is requested \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

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

Resident School \_\_\_\_\_ School Placement Requested \_\_\_\_\_

Please explain the extenuating circumstance that necessitates this transfer in sufficient detail. Attach additional information, if necessary. (Please do not leave this field blank.)

\_\_\_\_\_

If this Special Transfer Request is approved, I \_\_\_\_\_ (Parent/Guardian) agree to transport the student to and from the receiving school at no cost to the school district for as long as the transfer remains in effect. I understand that if I am unable to provide transportation in a timely and consistent manner, this Special Transfer may be revoked by the school district at any time.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_ Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Date/Time received at Leadership and Learning \_\_\_\_\_

Date/Time received at residence school \_\_\_\_\_ Resident Principal/Designee \_\_\_\_\_

Date/Time received at receiving school \_\_\_\_\_ Receiving Principal Designee \_\_\_\_\_

**Submit form to District Office or local school. All forms will be forwarded to District Office. Approved Denied**

Reason for denial:  Capacity  Behavior  Attendance  Grades

Distribution:  Parent (Copy on Request)  Resident School (Keep a Copy)  Receiving School (Keep a Copy)  Leadership and Learning (Original after all signatures completed)