

Date received at ESC: _____ Time received: _____ By: _____

Transfer Instructions (Please read the important information on the back of this form):

- You must register first at your neighborhood school if your student is new to the Edmonds School District.
- Complete this application and submit **directly to the ESC (no earlier than 9:00 am if submitting on Feb. 9).**
- This process **does not apply** to **Madrona K-8, Maplewood K-8, Homeschool Resource Center, Scriber Lake High School, CLIP, or International Baccalaureate.** Contact these schools directly for their entry guidelines.

To be completed by the parent/guardian or eligible student (18 years or older).

Student Name: _____ Grade Level in 09-10: _____ Date of Birth: _____

Parent Name: _____ Daytime Phone: (_____) _____

Resident Address: _____ Neighborhood school: _____

<i>The following schools are at/over capacity and have extremely limited ability to accept transfers:</i>					
Middle & High Schools			Elementary Schools		
Alderwood Middle	Meadowdale Middle		Beverly	Lynndale	Mountlake Terrace
Brier Terrace Middle	Edmonds-Woodway High		College Place	Lynnwood	Oak Heights
College Place Middle			Hilltop	Martha Lake	Sherwood
					Westgate

<i>The following schools may have capacity for transfer students as grade level space allows:</i>			
High Schools		Elementary Schools	
Lynnwood High		Brier	Chase Lake
Mountlake Terrace High		Cedar Valley	Edmonds
Meadowdale High		Cedar Way	Hazelwood

I am requesting transfer to the following school: First Choice: _____ Second Choice: _____

If Kindergarten? Full day Part day

Please check the appropriate reasons or rationale for requesting a transfer:

- | | |
|---|---|
| <input type="checkbox"/> Sibling(s) currently at transfer school _____ | <input type="checkbox"/> Dissatisfied with releasing school. Reason: _____ |
| <input type="checkbox"/> Daycare- name/address of daycare: _____ | <input type="checkbox"/> Currently enrolled in Special Education (IEP or 504 Plan)? |
| <input type="checkbox"/> Academic – if so, what program? _____ | <input type="checkbox"/> Discipline or attendance concerns? Please explain: _____ |
| <input type="checkbox"/> Is your child planning to play sports next year? (Secondary) | |
| <input type="checkbox"/> Has your child been identified for any special programs (gifted, etc.) | <input type="checkbox"/> Has your child been identified as Highly Capable for the 7th or 8th grade? |
- List: _____

Please briefly highlight any special circumstances surrounding your request for transfer (attach letter, if desired):

1) I understand that I am responsible for transportation to and from school and will deliver and pick up my child on time. 2) If my request for transfer is approved, I accept the transfer by signing below and understand that space will not be saved for my child at his/her neighborhood school. 3) I have read the Transfer Guidelines on the back page of this document.

 Signature of Parent/Guardian or Student if 18 or older Date

District Use

Approved (school) _____ Denied (reason) _____ Date parent notified: _____

White – District Yellow – Parent/Guardian

STUDENT TRANSFER GUIDELINES – SCHOOL YEAR 2009-2010

Use this form to request a transfer to a school different from your neighborhood/boundary school.

Submit directly to the Edmonds School District, 20420 68th Ave W, Lynnwood, 98036.

CONTACT: 425-431-7176

Transfer request forms will be accepted after 9:00 am on February 9, 2009. Applications for transfer will be considered on the following dates: **March 12; June 1; September 11**. We will notify parents of status of their request within two weeks following each of these dates.

- Please do not use this form for **Madrona K-8, Maplewood K-8, Homeschool Resource Center, Scriber Lake High School, CLIP, or International Baccalaureate** – contact these schools directly for their entry guidelines.
- If not already registered at your neighborhood school, you must do so as soon as possible in the event we cannot approve your request for transfer.
- It is best to personally deliver this form directly to the Edmonds School District as it will be dated and timed in the order it is received. Applications mailed to the ESC or delivered to a school office will be dated and timed in the order they are opened at the ESC.
- **IMPORTANT:** Once a transfer is approved, space will not be kept at the student's neighborhood school; therefore, please give serious consideration prior to completing and submitting a transfer request.
- Transfers to the Cedar Valley and College Place Elementary Full Day Kindergarten programs may be considered only for students who qualify for financial aid. Parents must also submit a Kindergarten Financial Aid Application and proof of income with this form.
- If approved, parents are responsible for transporting their students to and from the transfer school.
- Out of district students who are approved for transfer must provide a release of attendance from their home district to the Edmonds School District before the student can start at the transfer school and for each subsequent year.
- Once a student is attending a transfer school for a minimum of one year, they will be allowed to continue until the end of the student's education at that school without reapplying in succeeding years unless district attendance boundaries are altered by School Board action and/or if a school reaches/exceeds 95% capacity per district guidelines.
- Attendance at a school on transfer enrollment does not guarantee that the student will move on to attend middle or high school in that service area. For example, if you transfer to Brier Elementary, this does not guarantee you will attend Brier Terrace Middle School; if you transfer to Brier Terrace Middle School, this does not guarantee you will attend Mountlake Terrace High School.
- Current 9th – 12th grade athletes who transfer to another school must participate at the sub-varsity level for one calendar year in the sport(s) played at the previous high school. This rule does not apply to incoming 9th graders. Nothing in these guidelines waives a student's rights and responsibilities under the law.

Priority for placement: (1) Students with siblings currently attending the transfer school; (2) Students who attend a daycare with an address in the transfer school boundaries (elementary only); (3) In district students by the date/time this application is received at the ESC; (4) Out of district students by the date/time this application is received at the ESC; (5) If there are more applications received than space is available, selection may be made on a lottery basis as space is available.

Appeal Process

Parents wishing to challenge a denial for transfer enrollment must submit a request in writing within 5 school days after they receive notification that their request was denied. Please send to:

Transfers
Superintendent's Office
20420 68th Ave W
Lynnwood WA 98036