

Date received at ESC: _____

Received By: _____

FIRST READ THE IMPORTANT GUIDELINES AND FOLLOW THE INSTRUCTIONS ON THE BACK OF THIS FORM.

I am a resident of the Edmonds School District

I am a Non-resident, residing in the _____ School district

If you are a non-resident, please go to your home district and submit a Choice Transfer Request in addition to this form

- Middle and High School transfer applications received after 2/7/17 will be placed on the wait list by date/time received
- Important - Middle and High School transfers: Applications must be received at the Edmonds School District office by Monday, February 7, 2017
- Complete this application and submit directly to the Edmonds School District, 20420 68th Ave. W, Lynnwood, 98036.
- This process does not apply to Madrona K-8, Maplewood K-8, Edmonds-Heights K-12, or Scriber Lake

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

Student Name: _____ Date of Birth: _____

Grade Level in 2017-2018: _____

Parent Name: _____ Daytime Phone: (_____) _____

Resident Address: _____ Email: _____

City-State-Zip Code: _____ Neighborhood School: _____

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

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

- Child of parent who is a full time employee of the Edmonds School District
- Sibling of current transfer or AYP Student, or students grandfathered as a result of a boundary change
Name of Sibling _____
- Sibling of Student enrolled in Challenge, Consolidated Health Service, Intensive Support, Emotional/Behavioral Disability or Transition programs
- Current student who has moved during this year
- Currently enrolled in Special Education (IEP or 504 Plan)?
- Other _____

1. If my request for transfer is approved, I understand that I must enroll my child at the transfer school by the date shown in the approval letter, or my transfer will be revoked. 2. **If transfer is approved I understand that I would be responsible for transportation to and from school and will deliver and pick up my child on time.** 3. I acknowledge and give permission for the Edmonds School District to obtain information about my student regarding discipline, gang membership, suspension/expulsion, attendance, and/or special service programs from the last school attended. I acknowledge notification of the transfer of records/information as required by the Family Educational Rights and Privacy Act of 2000 (FERPA). Student information obtained will be treated in a confidential manner and will not be transmitted to a third party without my permission. 4. **If this transfer request is denied, I understand I have ten (10) school days after receipt of denial to appeal the decision.** 5. I have read and understand the information found on the back/page 2 of this form.

Signature of Parent/Guardian or Student if 18 or older

Date

District Use

Approved (School) : _____ / _____ / _____
Date Date Date

Denied : _____ / _____ / _____
Date Date Date

For Office Use	
<input type="checkbox"/> Attendance	<input type="checkbox"/> Sibling
<input type="checkbox"/> Discipline	<input type="checkbox"/> IEP
<input type="checkbox"/> Grades/GPA	<input type="checkbox"/> 504

Elementary and Secondary Transfers 2017-2018

Please follow the instructions below to apply for transfer. **It is important that parents register their students** at their assigned school while waiting for an answer on transfer enrollment.

Secondary - Grades 7-12 - Schools OPEN to transfer: These schools will be OPEN to accept transfer students for September 2017 as space is available: College Place Middle and Mountlake Terrace High.

Secondary applications must be received at the Edmonds School District office by Monday, February 7, 2017.

- Please make plans for your student to begin at his/her neighborhood school until seat capacity for transfer students is determined.
- All applications received by the transfer deadline that meet the transfer eligibility requirements will be accepted up to the number of spaces available at requested transfer school.
 - If the number of applications exceeds the spaces available, names will be drawn by lottery.
 - A waitlist will be kept and students will then be accepted on a one-in, one-out student basis by grade level until the start of school. The waitlist will not carry forward into the start of the school year. The lottery will be conducted at the district office by an impartial party. When space is available, siblings of students who are currently enrolled may be accepted to transfer to the same school provided the eligibility criteria for transfer are met by the sibling.
- In-district student transfer is only open to those students who are in good academic standing (No "F" grades and above a 2.0 GPA), have satisfactory attendance (no unexcused absences or excessive tardiness), and have no severe behavior violations (suspensions).
- All secondary level applications received after the transfer deadline will be considered in order received after any students on a wait list from the initial transfer deadline period. Students on the wait list that meet the transfer criteria are accepted on a one-in-one-out student basis by grade level until the start of school. The wait list will not carry forward into the following school year.
- Out of district families may apply to attend any closed school, but entrance is not likely. All students who apply to the District will be considered based upon the same criteria, except non-resident students will be placed at the bottom of any waiting list.

Secondary - Grades 7-12 - Schools CLOSED to transfer:

These schools are CLOSED to transfer students for September 2017: Alderwood Middle, Brier Terrace Middle, Meadowdale Middle, Edmonds-Woodway High, Lynnwood High, and Meadowdale High.

- Closed middle and high schools may take in-district transfer students on a one-in, one-out basis. Families with students who meet the transfer eligibility criteria may apply for transfer to any closed school, but entrance cannot be assured. The criteria for GPA, attendance, and behavior outlined above apply.

Elementary - Kindergarten through Grade 6:

Elementary schools in the District are **closed to transfer enrollment for the 2017-2018 school year** due to building, program, grade level, and classroom capacity. There are a few instances where transfers may be approved:

- Per the State of Washington, children of eligible full time employees of the Edmonds School District
- As space is available at the time this request is submitted, siblings of previously approved transfer students, students placed at schools under the Adequate Yearly Progress (AYP) mandate, siblings of students who are/will be enrolled in a Challenge, Intensive Support, Emotional/Behavioral Disability, or Transition program, siblings of students who were grandfathered into a school as a result of a district-mandated boundary change.
- Applications received by June 1, 2017 for students who are completing their 5th grade year in June 2017, and wish to stay for 6th grade at their current school may be approved. Applications received after that date will be considered as space is available.
- Students currently enrolled in grades Kindergarten through fourth (K-4th) who have moved during the 2016-2017 school year may apply for transfer. These requests will be on hold until June 1 until the District has had a chance to review student projections, staffing allocations, as well as the attendance and discipline history of the student(s) requesting a transfer. Families of these students must register their child(ren) at the new school as there is no guarantee of continued enrollment once a family moves. Registration for the 2017-18 school year begins on March 1, 2017, and parents are encouraged to enroll at the new school as soon as possible after the move occurs.
- Students who move between the last day of school and August 15, 2017 need to submit a transfer application to see if there is space for the student to remain at their current school through 6th grade. There is no guarantee of placement.

Submit this transfer application to the Edmonds School District:

- Mail or delivery to the Edmonds School District at 20420 68th Ave W, Lynnwood, WA 98036
- FAX to 425-431-7182
- Email to roehls@edmonds.wednet.edu (elementary) or andersonl@edmonds.wednet.edu (secondary)

If you have additional questions about the transfer process, please contact Leslie Anderson (secondary) at 425-431-7094 or Shelley Roehl (elementary) 425-431-7176.