

Date received at ESC: _____

Received By: _____

- I am a resident of the Edmonds School District
- I am a Non-resident, residing in the _____ School District
- Important – Middle and High School students: Applications must be received at the Edmonds School District office by Friday, February 8, 2019. Applications received after this date will be considered on space availability at our middle and high schools that are open to school change.
- 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, eLearning Academy or Scriber Lake

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

Name of Student Requesting School Change: _____

Grade Level in 2019-2020: _____

Date of Birth: _____

Name(s) of sibling(s) currently at requested school: _____

Parent Name: _____ Daytime Phone: (_____) _____

Resident Address: _____ Email: _____

City-Zip Code: _____ Current School: _____

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

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

- Child of parent who is a full time employee of the Edmonds School District
- Sibling of current school change student or 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)? Non-Resident students attach copy of IEP or 504
- Other _____

My signature below indicates that I understand the following:

1. If my request for school change is approved, I understand that I must enroll my child at the approved school within 2 weeks of approval or my request for school change will be revoked.
2. If approved, I understand **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 school change 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 of this form.

Signature of Parent/Guardian or Student if 18 or older

Date

District Use

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

Denied : _____ / _____ / _____ 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
<input type="checkbox"/> Skyward	<input type="checkbox"/> CTR

Elementary and Secondary School Change Information 2019-2020

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

Secondary - Grades 7-12

Schools OPEN to school change: These schools will be OPEN to accept school change requests for September 2019 as space is available: College Place Middle, Lynnwood High, and Mountlake Terrace High.

Secondary applications must be received at the Edmonds School District office by Friday, February 8, 2019.

- Please make plans for your student to begin at his/her neighborhood school until seat capacity for school change students is determined.
- All applications received by the school change deadline that meet the eligibility requirements will be accepted up to the number of spaces available at requested school:
 - When space is available, siblings of students who are currently enrolled may be accepted for school change to the same school provided the eligibility criteria are met by the sibling
- In-district school change 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 deadline will be considered in order received and space availability
- Out of district families may apply to attend any OPEN school. All students who apply to the District will be considered based upon the same criteria
- Students who move during the school year are required to complete a P-135 Address Verification form. Students will be approved to continue attending their current school and follow the school feeder pattern for that school.

Secondary - Grades 7-12 - Schools CLOSED to school change:

These schools are CLOSED to school change students for 2019-20 school year: Alderwood Middle, Brier Terrace Middle, Meadowdale Middle, Edmonds-Woodway High, and Meadowdale High.

Elementary - Kindergarten through Grade 6:

Requests for School Change at District elementary schools will be reviewed by the Assistant Superintendent for Elementary Education. Applications will be reviewed by May 30, 2019 and then again by August 20, 2019. **Please be specific with your reason for requesting a school change. While we welcome your application and interest, there is no guarantee of approval.**

The requests below may be approved before May 30 and August 20:

- As required by the state of Washington, children of eligible full time employees of the Edmonds School District
- Approved if there is space available at the time the request was submitted, siblings of:
 - Students in grades K-5 who have moved during the 2018-2019 school year
 - Previously approved School Change students (this student must also attend the transfer school in 2019-2020)
 - Students who are/will be enrolled in a Challenge, Consolidated Health, or a special education self-contained classroom within the District

Submit this school change 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 school change process, please contact Leslie Anderson (secondary) at 425-431-7094 or Shelley Roehl (elementary) 425-431-7176.