

# Special Transfer Request

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



Spokane Public Schools  
*excellence for everyone*

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

*Please use a separate form for each student.*

Spokane 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 unaccompanied youth who wishes to attend a Spokane Public School other than the residence-based school in accordance with School Board Policy and Procedure #3152. The administration will evaluate all such transfer requests and attempt to accommodate such requests within the following conditions:

- 1. Staffing constraints
- 2. Enrollment capacity of each building
- 3. Fiscal uncertainties
- 4. Program availability
- 5. Other relevant considerations

If the request is received by the deadline, **March 1<sup>st</sup>** for secondary students (middle and high school) and **May 15<sup>th</sup>** for elementary students, the following process will be used to fill available spaces:

- A. Pursuant to RCW 28A.225.270, children of full time employees will be given priority to the school in which the employee is assigned or the school forming the District's K through 12 continuum.
- B. Siblings of students already attending the requested schools will have first priority.
- C. Kindergarten Choice Transfer students requesting placement into first grade.
- D. The remaining students will be determined for transfer through a lottery selection to be held seven days prior to the notification date. The lottery selection will be made to establish an order for filling the remaining available slots, if any, at each school.
- E. Students meeting the above criteria will be notified in the order of their selection no later than **June 15<sup>th</sup>**.
- F. A waiting list will be maintained through August. Consideration beyond August will require re-application.

➤ Based on a student's attendance record, the special transfer process may include an attendance agreement developed with the student, his/her parent or guardian and the receiving school. Terms of the attendance agreement may include conditions relative to continuance of the placement. (Procedure 3152, Intra-District Choice and Administrative School Transfer Options Procedure, F.)

Except for Kindergarten transfer students and once a transfer has been granted, the student will be subject to the same condition of continued enrollment as for resident students. A new transfer request must be originated for Kindergarten transfer students who seek continued enrollment within the accepted choice school. In addition, a new transfer must be originated for all students 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 Spokane high school, a student changing enrollment to/from one high school to another within a multiple high school district shall be considered a transferring student. To have full high school athletic eligibility a student must meet the WIAA residence requirement (18.9.0).

Regular Ed:     YES     NO            If you checked **NO**, 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 \_\_\_\_\_ Spokane \_\_\_\_\_ 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 resident school \_\_\_\_\_ Resident Principal/Designee \_\_\_\_\_

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

Parent will hand deliver all copies other than resident school copy to the receiving school.     Denied     Approved     Attendance Agreement

**Distribution:**     Parent (Copy on Request)     Resident School (Keep a copy)     Receiving School (Keep a copy)     STUDENT SUPPORT SERVICES (Original after all signatures completed)