

**INTER-DISTRICT STUDENT TRANSFER REQUEST FORM  
2018-2019**

*(One form per student please)*

Student ID No: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade in 2018-2019: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address/City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent Email: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_ Secondary Telephone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Resident School: \_\_\_\_\_ School Currently Attending: \_\_\_\_\_

Non-Resident School District Requested: \_\_\_\_\_ School Requested: \_\_\_\_\_

**Please check all that apply:**  Special Ed  Regular Ed  504  Discipline Issues  Health Care Plan  Other  New Request  Renewal  
**Basis for request:**

- A financial, educational, safety or health condition affecting the student would likely be reasonably improved as a result of the transfer.
- Attendance in the *Non-Resident District* is more accessible to the parent's place of work or to the location of child care.
- Some other special hardship or detrimental condition that affects the student or the student's immediate family would be alleviated as a result of the transfer.
- Student is the child of a full-time certificated/classified school employee seeking to enroll at the school to which the employee is assigned.

**Please explain: (required)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Term of Requested Release:**

- Remainder of the current school year (for requests for release made during the school year)
- One school year: 2018-2019

Full Time  Part Time **IF PART TIME PLEASE EXPLAIN:** \_\_\_\_\_

**Parent/Guardian Acknowledgment and Signature:**

*I certify that I have read and understand this Inter-District Transfer Request form, and that all information I have provided is true. I further understand that:*

- 1. The Non-Resident Accepting District effectively becomes the Resident School District for the education of the student and will be responsible for the required services to the student;*
- 2. The term of the student's release/acceptance is conditional on an agreement between the Resident Releasing District and the Non-Resident Accepting District regarding such term;*
- 3. The parent/guardian or student shall be responsible for the student transportation to and from school;*
- 4. Enrollment of the student may be terminated by the Non-Resident Accepting District in accordance with conditions set forth in the Non-Resident Accepting District's policies/procedures. Enrollment may be terminated by the Resident Releasing District if it is discovered that the information provided was incomplete or was materially misrepresented.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Non-Resident Accepting District Authorization:**

**Transfer and Agreement:**  Approved  Denied

Non-Resident Accepting School District: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

Non-Resident Accepting District Authorized Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Resident Releasing District Authorization:**

**Transfer and Agreement:**  Approved  Denied

Resident Releasing School District: \_\_\_\_\_

Resident Releasing District Authorized Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

INTER-DISTRICT STUDENT TRANSFER AGREEMENT  
2018-2019

1. **Parties:**

This *Inter-District Transfer Agreement* ("Agreement") is entered into by and between \_\_\_\_\_ (school district), a Washington Municipal Corporation, and \_\_\_\_\_, commonly known as \_\_\_\_\_.

2. **Purpose:**

A resident student of \_\_\_\_\_ has submitted the form attached to and incorporated herein as Attachment A requesting a release to attend \_\_\_\_\_. Pursuant to the information in Attachment A, and the provisions of this Agreement, \_\_\_\_\_ ("*Resident Releasing District*") agrees to release the student to \_\_\_\_\_ ("*Non-Resident Accepting District*") upon *Non-Resident Accepting District's* acceptance of the student and pursuant to this Agreement.

3. **Duration:**

Unless otherwise terminated for reasons set forth herein, the term of the student's release and acceptance shall be for:

\_\_\_\_\_ Remainder of the current school year (for requests for release received during the school year).

\_\_\_\_\_ One school year (2018-2019)

\_\_\_\_\_ Full time \_\_\_\_\_ Part time (please explain) \_\_\_\_\_

4. **Responsibility of *Non-Resident Accepting District***

Upon acceptance, the *Non-Resident Accepting District* effectively becomes the "resident" school district for all matters related to the education of the student and will be responsible for all services and state and federal requirements related to the student. This includes, but is not limited to, special education services, administration of state educational assessments, Comprehensive Education Data and Research System (CEDARS) reporting, Adequate Yearly Progress (AYP), and basic education services.

5. **Conditions/Procedure for Early Termination or Other Reasons**

5.1. **Conditions:**

**5.1.1. *Non-Resident Accepting District:*** Once accepted, the *Non-Resident Accepting District* may terminate enrollment of the non-resident student prior to the end date set forth in paragraph 3 above only if such termination is in accordance with terms set forth in the *Non-Resident Accepting District's* Board Policy/Procedure. The *Resident Releasing District* agrees to become responsible for the compulsory education of such student upon receipt of written notice of such termination from the *Non-Resident Accepting District*.

**5.1.2. *Resident Releasing District:*** *Resident Releasing District* may terminate release of the resident student only if, after an *Inter-District Transfer Request* has been approved, it is discovered that the information provided was materially misrepresented.

5.2. **Procedure:**

**5.2.1. *Early Termination:*** If early termination occurs pursuant to sections 5.1.1 or 5.1.2 above, the termination district shall provide written notice to the other district specifying the applicable termination provision(s) under this Agreement. The terminating district's written notice shall also include the student's most current contact information as known by the district.

**5.2.2. *Student Withdrawal:*** If the student withdraws from the *Non-Resident Accepting District* prior to the completion of the duration specified in paragraph 3 above or for any other reason(s), the *Non-Resident Accepting District* shall remain responsible for the compulsory education of such student until the student enrolls in the *Resident Releasing District* or any other school and shall provide written notice to the *Resident-Releasing District* specifying the reason(s), if known, for the student's withdrawal, and providing the student's most current contact information as known by the district.

6. **Notices:**

Any notice under this agreement shall be in writing and delivered to the *Non-Resident District Authorizing Administrator* and the *Resident District Authorizing Administrator* indicated on page one of this form.