

Stanwood-Camano School District #401
APPLICATION FOR ATTENDANCE IN NON-SERVICE AREA SCHOOL
(IN-DISTRICT TRANSFER)

3131F1
Students

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides. A parent or guardian may request that his or her child be allowed to attend another school in the district. Requests must be submitted, in writing, to the assistant superintendent for elementary or secondary education.

Transfers **may** be granted if: (refer to Stanwood-Camano School District Policy 3131 and Procedures 3131P).

- A. A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. Attendance at another school in the district is more accessible to the parent's place of work or to the location of child care; or
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer.

If the request for transfer is approved, the parent/guardian **must assume responsibility for adequate transportation** and supervision to and from school. If the request for transfer is denied, the parent/guardian may appeal to the superintendent's designee for review of the decision.

INSTRUCTIONS:

- 1. Present this application with Section I completed to the principal of the school the student is requesting to attend. The non-service area principal will review the request and discuss the transfer with the principal of the resident school. The non-service area principal will forward the form with his/her recommendation to the assistant superintendent for elementary or secondary education for review.
- 2. When approved by the assistant superintendent and the director of special services, if applicable, enrollment in the non-service area school is authorized.
- 3. This application is for the current school year only and **must be completed each school year.**

PLEASE PRINT

SECTION I – Parent/Student Request

Student's Name _____ Birth Date _____ Current Grade _____

Address _____ Apt. # _____ City _____ Zip _____

Parent/Guardian Name _____ Phone _____

Service Area School _____ School Requesting to Attend _____ Grade _____

I hereby request that the above named student be permitted to attend a non-service area school for the _____ school year.
Reason(s)(continue on back or attach sheet if extra space is needed): _____

- Does the student receive special education/related services? Yes No If yes, explain _____
- Does the student receive Section 504 services? Yes No If yes, explain _____
- Does the student receive ELL services? Yes No If yes, explain _____
- Has the student been suspended/expelled at previous school? Yes No If yes, explain _____
- Does the student have a sibling at the requested school? Yes No If yes, explain _____
- Is the student a child of a district employee? Yes No If yes, indicate worksite _____

Parent/Guardian Signature _____ Date _____

SECTION II Stanwood-Camano Non-Service Area Transfer Agreement

Non-Service Area Principal Recommendation Approve Deny Initials _____
Director of Special Services Recommendation, if applicable Approve Deny Initials _____

Having examined the circumstances and facts stated above, the student's request to attend _____ School in the Stanwood-Camano School District for the _____ school year is: **Approved** **Denied**

Signature _____ Date _____

Title _____