

IntraDistrict Transfer

Sequim School District

(Within District Transfer. Please complete one form for each child.)

Intradistrict transfer (within district) requests for placement will not be processed until the enrollment for those children residing in their own attendance area is completed. This may not happen until late summer. If classes are full, your child will be expected to attend school in his/her own attendance area.

The applicant, parent or guardian must complete the following information. All requests for intradistrict transfers must be coordinated with the building principals at both the assigned school and the school to which the student seeks transfer. **PLEASE PRINT LEGIBLY ALL REQUESTED INFORMATION AND RETURN TO THE SCHOOL WHERE YOU WISH YOUR CHILD TO ATTEND.**

1. Student _____ Date of Birth _____ Current Grade Level _____
Last Name First Name Middle Initial

2. Parent/guardian _____ Email address _____

3. Day telephone (____) _____ Home telephone (____) _____ Cell Phone (____) _____

4. Student's address _____ Apt. # _____ City _____ Zip _____

5. This is a: new request renewal

6. Resident school in Sequim _____ Requested School _____

7. Most Recent School Attended _____

8. Does your child currently receive Special Education services? Yes No

9. Reason for request _____

10. If request is to be near child care, give name, address, and phone number of child care provider: _____

11. Have you contacted the school you want your child to attend? Yes No Date of contact _____

Contact name _____ Title _____ Phone (____) _____

Please read and initial: I understand that approval of this request for Release of Attendance is based on the following:

- a) Approval for the _____ school year only;
- b) I am responsible for providing transportation for my child at no cost to the Sequim School District; and
- c) Transfers may be revoked for student misbehavior, truancy, tardiness, or falsification of information.

12. Parent/guardian signature (or student if age 18 or older) _____ Date _____

(Do not write below this line)

APPROVED

DENIED Reason for Denial: _____

Parent Notified: _____

Principal's Signature/Designee _____ **Date** _____

(Ref. RCW 28A.225.270 & .300, and Sequim School District Policy 2210/3130)