



# CHOICE TRANSFER REQUEST

210 S Division St  
 Cashmere WA 98815  
 Phone 509.782.3355 Fax 509.782.4747

New Request  Renewal

STUDENT INFORMATION		School Year: 20__ to 20__		START DATE:	END DATE:
Student's Name (First M Last)		Birth Date	Grade Level (of transfer year):	Is there another child in your household for whom a transfer is being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student's Street Address		Student's Mailing Address		City	Zip Code
Home Phone	School Last Attended		Resident District		Resident School
District You Wish To Attend		School You Wish to Attend			
Parent/Guardian Name(s)		Daytime Phone	Evening Phone	Email Address	
REASON FOR REQUEST (choose one option only)					
<input type="checkbox"/> Student's residence has changed		<input type="checkbox"/> Attendance in nonresident district is more accessible to the parent/guardian's place of work			
<input type="checkbox"/> Student's financial condition would likely improve		<input type="checkbox"/> Attendance in nonresident district is more accessible to Childcare			
<input type="checkbox"/> Parent/guardian is an employee of the requested school District		<input type="checkbox"/> Attendance in nonresident district is more accessible to the parent/guardian's residence			
<input type="checkbox"/> There is a special hardship or detrimental condition impacting the student or family		<input type="checkbox"/> To enroll in a school with academic options not offered by this school district			
<input type="checkbox"/> To enroll in an alternative school/program		<input type="checkbox"/> To enroll in a school with extracurricular options not offered in this school district			
<input type="checkbox"/> Student's educational condition would likely be improved		<input type="checkbox"/> To enroll in an online school/program			
<input type="checkbox"/> Student's safety concerns would likely be improved					
<input type="checkbox"/> Student's health condition would likely be improved					
BEHAVIOR (attach sheet with explanation for any Yes answers)					
Does the student have a record of conviction of crimes, violent or disruptive behavior or gang membership?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this student been expelled or suspended for more than 10 consecutive days?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student and/or parent had any formal meetings with school officials regarding school attendance issues in the past two years?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this student under a court order to attend school or is a truancy petition in the process of being filed?					<input type="checkbox"/> Yes <input type="checkbox"/> No
SPECIAL SERVICES					
Does this student qualify for Special Educations Services? (If yes, please attach current IEP and evaluation)					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student receive English Language Learner (ELL) services?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student have a current 504 Plan?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student participate in the Highly Capable/Gifted Program?					<input type="checkbox"/> Yes <input type="checkbox"/> No

**NOTICES**

- The transfer request is not complete until the resident school district has submitted the request to the nonresident school district, and it has been accepted. The student remains the responsibility of the resident school district until the effective start date at the nonresident school.
- The parent/guardian will be notified by email or postal mail of acceptance or denial of the request.
- If the request is rejected, the notification will include the reason for the denial and steps to appeal the decision.
- If a district does not respond to a request within 45 days of the request, the request is treated as a denial and the parent/guardian can appeal.
- Under the Choice law, the nonresident school district becomes responsible for all matters related to the education of the student (basic education, special education, home/hospital services, truancy, CEDARS reporting, administration of state educational assessments, etc.). Legal Reference: RCW 28A.225.220 through 230.

**ACKNOWLEDGEMENTS**

- I certify that the information provided is accurate and complete.
- We understand that our application may be denied or approval revoked if we have provided false or inaccurate information.
- I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the nonresident school district’s policy, and rescindment (revoking) of this transfer may occur due to in accordance to the conditions listed in the nonresident school district’s policy.
- Lack of academic effort, poor attendance, tardiness, or discipline problems shall provide just cause for the district to return a student to his/her resident district.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- If the transfer request is denied, the parent/guardian may appeal to district that denied the transfer. Subsequent denials may be appealed to the school board of the denying district, and then to OSPI.
- I understand that I will be responsible for providing transportation to and from school for my student, unless the nonresident district is required to provide transportation for the student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA).
- I understand that requests are approved for one school year only, for 1.0 FTE, and it is my responsibility to complete a new form each year.
- I understand that should my student move and no longer be a resident of the district, the transfer expires and I must submit a new request to the new resident school district.
- FERPA Release: I authorize the resident school district to release any and all of my student’s educational records to the Choice Coordinator of the nonresident school district, including attendance history, school transcript or report cards, discipline records and special education records. By my signature I acknowledge that although I am not required to release my student’s records, I am giving my consent to release the information. This release will remain in effect while my student is enrolled unless I revoke such consent in writing. Note: Information will be provided in written format; no information will be released over the phone.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232(g); 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record.

\_\_\_\_\_  
*Signature of parent/guardian (Student may sign if 18 years or older at the time of this request)*

\_\_\_\_\_  
*Date Signed*

- Approved**     **Denied due to lack of space available**     **Denied for other reasons stated below:**

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

\_\_\_\_\_  
**Signature of Accepting Superintendent or Designee**

**Date**

Cashmere School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator** – Scott Brown, 329 Tigner Rd, Cashmere (509) 782-2914 [sbrown@cashmere.wednet.edu](mailto:sbrown@cashmere.wednet.edu)

**Civil Rights Compliance Coordinator** – Scott Brown, 210 S Division, Cashmere (509) 782-3355 [sbrown@cashmere.wednet.edu](mailto:sbrown@cashmere.wednet.edu)

**Section 504/ADA Coordinator** – Michelle Christensen, 101 Pioneer Ave, Cashmere, (509) 782-2710 [mchristensen@cashmere.wednet.edu](mailto:mchristensen@cashmere.wednet.edu)