



PO Box 2098, Everett, WA 98213  
www.everettsd.org

December 8, 2023

To the Parent or Guardian of <Student Name>  
<Mailing Address>  
<City, State Zip>

Hello,

Our records indicate that your student is currently enrolled on a school transfer for the remainder of the 2023-24 school year. Because this approval was for the 2023-24 school year only, your student will not be re-enrolled at the school they are currently attending at the end of this school year. Your student will be expected to attend their resident (home) school for the 2023-24 school year. Per Procedure 3131P, students who were approved for one school year only are not eligible to remain in attendance at their current school the following year without an approved school transfer.

If you would like your student to attend their current, or another school in the district next year that is not your resident school, please complete the Online School Transfer Application form on the district's website at <https://www.everettsd.org/Page/30850>. Once submitted, the online form will be sent directly to the school you wish your student to attend. Again, students who were approved for one school year only will not be eligible to remain in attendance at their current school for the next school year.

As defined in Procedure 3131P, Intradistrict school transfer requests will be reviewed and prioritized using the following criteria:

1. Whether the student is a child of a full-time certificated or classified employee and the request is for the employee's assigned school or a feeder pattern school.
2. The capacity of the building, program, grade level or classroom as determined by the district. Schools that are closed to transfers are posted on the district's website.
3. Whether siblings are enrolled at the same site.
4. Specific program features as reported by the principal to the superintendent and/or designee.
5. The availability of a program at a school to meet the educational needs of the student.
6. Whether the student is continuing enrollment at the site or in a program.
7. Whether the student would be moving up from a feeder school in the district's K-12 continuum.
8. Date of the Online School Transfer Application form submission (*within the Application Acceptance Timeline*).

Everett Public Schools makes no provision for transportation for students who live in one service area and wish to attend school in another area. **Transportation is the responsibility of the parent/guardian.**

If you have questions regarding the Intradistrict transfer process, please contact your student's school or the Everett Public Schools transfer office using the contact information below.

Best wishes for continued success this school year.

Rachel Otnes, Administrative Assistant  
schooltransfer@everettsd.org  
425-385-4070