



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 in Everett Public Schools as a nonresident due to moving out of the district during the 2023-24 school year. Your student was not required to submit a choice transfer in order to complete the 2023-24 school year at the time of the move. This letter is a reminder that nonresident students who would like to continue their enrollment in Everett Public Schools for the 2024-25 school year must submit a choice transfer request by April 14, 2024. Information regarding nonresident choice transfer requests can be found in Procedure 3141P available on the district's website at <https://www.everettsd.org/Page/24146>. Your family must first apply for a choice transfer release from the school district in which you reside. Please visit your school district's office or website to submit a choice transfer release request. The request will be sent electronically by your school district to Everett Public Schools.

For students of a district employee, choice transfer requests may be submitted beginning February 15. All other choice transfer requests may be submitted beginning March 1. It is important to note that nonresident students are not guaranteed a transfer request approval for the next school year. Not submitting a choice transfer request by April 14 will result in your student being withdrawn from enrollment in Everett Public Schools for the 2024-25 school year.

Eligibility for a choice transfer will be reviewed and evaluated annually using the following criteria:

- a. Whether the student is a child of a district employee subject to RCW 28A.225.225.
- b. The capacity of the building as determined by the district at the building in which the student desires to be enrolled. Schools that are designated by the district as "closed to transfers" do not have available space by definition. Schools that are closed to transfers will be posted on the district's website.
- c. The capacity of the program, grade level and/or classroom as determined by the district at the building in which the student desires to be enrolled.
- d. The availability of a program at a school to meet the educational needs of the student.
- e. Whether approval would result in the district experiencing a financial hardship.
- f. Whether the student's disciplinary records indicate a history of convictions for offenses or crimes, violent or disruptive behavior, or gang membership.
- g. Whether the student has been expelled or suspended from a public school for more than ten (10) consecutive days.

Everett Public Schools makes no provision for transportation for students on a school transfer.

Parents/guardians will assume responsibility for transportation to and from school.

If you have questions regarding the nonresident student choice 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 Support Specialist
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425-385-4070