

STUDENTS

Intradistrict Transfers and School Attendance Area Changes

1. Students who wish to transfer from the school designated for the geographic attendance area in which the student resides (their “resident school”) to another school within the district must complete an In-District Area Transfer Request form. Sequoia High School, the Jefferson Elementary Lighthouse Cooperative program and Port Gardner are designated as open to all students residing in the district without regard to the students’ geographic attendance area who meet the school or program requirements.
2. Requests to transfer will be reviewed and prioritized using the following criteria in the order listed below:
 - a. 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.
 - b. 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.
 - c. Specific program features as reported by the principal to the superintendent and/or designee.
 - d. The availability of a program at a school to meet the educational needs of the student.
 - e. Whether the student is continuing enrollment at the site or in a program.
 - f. Whether the student would be moving up from a feeder school in the district’s K-12 continuum.
 - g. Whether siblings are enrolled at the same site.
 - h. Date of the In-District Area Transfer Request form receipt (*within the Open Enrollment Period*).
3. District students attending daycare outside their resident school geographic attendance area are subject to the same district criteria as other students requesting a transfer.
4. The superintendent or designee may deny or revoke a transfer if:
 - a. The student’s disciplinary records indicate a history of convictions of offenses or crimes, violent or disruptive behavior, or gang membership.
 - b. The student has been expelled or suspended for more than ten (10) consecutive days or is currently under long-term suspension, expulsion or emergency expulsion. Customarily, a transfer will be revoked after a suspension or expulsion has been imposed.
 - c. The student has difficulties with attendance or tardiness or has a truancy petition filed from their present or resident school.
 - d. If continued enrollment poses a risk to the health and/or safety of other students and staff.
 - e. Parents/legal guardians submitted false information to obtain a school assignment.

5. If a transfer request is denied or revoked, the parent/guardian may appeal to the deputy/assistant superintendent for the appropriate school region for review of the decision. Such an appeal must be in writing and be received within five (5) school business days from the day on which the denial/revocation notification was received by the parent/guardian. The student will be allowed to remain in school until a final determination is made, provided no disciplinary action is in effect or pending against the student. A final decision shall be communicated to the parent/guardian in writing.
6. Parents/legal guardians must:
 - a. Complete the "In-District Area Transfer Request form".
 - b. Receive notice of approval/denial from the transfer office.
 - c. Provide their own transportation to school or to a designated location within the school's geographic attendance area.
 - d. Ensure prompt and regular attendance in accordance with compulsory attendance laws and district policies.
7. Requests for transfers will be accepted between January 1 and June 1 (*Open Enrollment Period*) for the following school year. The parent/legal guardian must complete and sign the transfer request form and submit it to the school that they wish their student to attend. High school level student signatures are optional. Students 18 years of age or older may sign their own form. For the upcoming school year, parents/legal guardians submitting transfer requests to the school that they wish their student to attend between January 1 and February 15 will be notified of approval/denial of such requests no later than March 15. Parents/guardians submitting requests for transfers after February 15, but before June 1, will receive notification no later than June 30. These requests will be reviewed and prioritized in accordance with the criteria listed in paragraph 2. Students who reside within the boundaries of the district who submit a transfer request on or before April 1 shall have the priority over nonresident students submitting a choice transfer request under [Board Policy 3141](#) and [Procedure 3141P](#).
8. Parents/guardians submitting transfer requests that are received after the June 1 deadline until the first day of the academic year will be reviewed after the school year commences. The principal will review late applications by the end of the first week of the start of the school year. These requests will be reviewed and prioritized in accordance with the criteria listed in paragraph 2.
9. Applications for transfer received after the first day of the academic year will be reviewed on a monthly basis by the principal during the last week of each respective month. Students who move during the school year to another residence within the Everett Public Schools' boundaries may apply to remain at their current school for the remainder of the school year. Such an application may be granted even though the school is designated as closed to transfer. Such approval will be limited to the remainder of the current school year. The student will not be eligible under paragraph 16 below to remain in attendance at the school the following school year.
10. Applications for transfers for the current school year will be accepted only through March 31 of each school year. No new transfer requests for the current school year will be accepted after that date unless there is a recent change in the resident student's address.

11. School sites shall register only those students whose official and verified residential address places them within that school's geographic attendance area. If necessary, persons registered with the State of Washington's Address Confidentiality Program (ACP) may have their addresses verified through that program.
12. Students receiving special education, challenge and bilingual services will be assigned to schools according to the placement procedures of those respective programs, if that placement is required to meet their needs. In the instance of a specific placement being required, no transfer request will be needed. In other instances students may request a transfer and will be considered using the same criteria and procedures as other students.
13. Students participating in home-based instruction who wish to be part-time students in a school other than their resident school must apply for a transfer.
14. Transfer requests are limited to one request per academic year. If the student moves to a new residence during the year a corrected transfer request must be filed with the new address.
15. Transfers will be granted on a full school year basis. Once a transfer request has been approved, the student *will be enrolled* in the requested school for the *full school year*, contingent upon the student's continuous attendance and appropriate school behavior. Students will be expected to attend the requested school for the full school year and not return to their resident school.
16. Transfer requests may be granted so that a student is allowed to continue at that school until the end of the child's education in that school without re-applying in succeeding years. Students may continue at their transfer school as long as they do not exhibit behaviors listed under paragraph 4. (A transfer may be denied or revoked). Failure to meet these criteria will result in the student returning to their resident school. Acceptance of a transfer request for grades K-5 and 6-8 does not guarantee a transfer request will be granted for the feeder school in the district's K-12 continuum. A new transfer request must be submitted when a student transitions between grades 5 and 6 and between grades 8 and 9.

A student's transfer may be withdrawn when district attendance boundaries are altered by board action and/or when the superintendent has determined that there is no capacity at the building, program, grade level and/or classroom.
17. A parent/legal guardian may withdraw the transfer request within ten (10) days following receipt of the notice of approval of the request by presenting a written and signed notice to the principal. Unless such a notice of withdrawal is received within the ten-day (10) period, the transfer approval will become effective for the following school year and the student will be required to attend the school identified in the transfer request.

Proof of Residence

18. Generally, the residence of a student is the residence of his or her parent or legal guardian. The residence of a parent/guardian is defined as the place where the parent/guardian eats, sleeps and otherwise finds his/her principle place of abode. In the case where a child is residing with someone other than his/her parent or legal guardian, i.e., a friend or relative, the residence of the student will be established if the child spends four (4) or more nights per week at that residence during the regular school calendar.

19. Students living with other than a parent/legal guardian are required to provide a "*Verification and Hold Harmless Agreement*" (HHA).
 - a. The student/parent/guardian may obtain a "*Verification and Hold Harmless Agreement Form*" from the school attendance office.
 - b. The parent/guardian, along with the person whom the student will be residing, must sign the form before a NOTARY and then return the form to the office of the school in the geographic attendance area where the student resides.
 - c. Additional verification may be requested by the principal, e.g., letter describing the living arrangements from the family with whom the student resides.
20. A student may be granted a transfer to a school outside the resident school service area if proper documentary evidence is presented to the principal indicating that a proposed change of residence to another attendance area will occur or has occurred. Proper documentary evidence shall consist of the following:
 - a. An earnest money agreement clearly showing date of possession and a statement from a realtor or mortgage company showing that all necessary activities such as financing or title clearance have been accomplished, or that the nature of the proposed transaction is such that the possession date can probably be met.
 - b. A copy of a rental or lease agreement specifying the date of occupancy within thirty (30) days.
21. If a student does not have a legal residence and is eligible by reason of age for service, the district shall not require proof of residency or any other information regarding an address. The district shall enroll a student without a legal residence at the request of the student or parent/guardian. Students enrolled in a district program for children without a legal residence may continue in that school until the end of the academic year. In the case of students placed in temporary homes on the advice or direction of a public agency, e.g., Juvenile Court, Department of Social and Health Services, written evidence provided by an agency official shall be considered sufficient to demonstrate residency and the necessity of a change in school assignment.

Athletic Eligibility

22. Falsification of student or parent/guardian information, including an address, residence or conditions of living arrangements, to obtain a school assignment may be cause for the withdrawal of the student at the end of the current grading period and reassignment to their resident school. Written notice of intent to withdraw the student will be forwarded to the parent/guardian.
23. Per the Washington Interscholastic Activities Association (WIAA) guidelines, students who transfer from one high school to another are ineligible for varsity competition for one (1) calendar year unless they meet criteria established by [WIAA rule 18.11.2](#). Students may appeal their varsity ineligibility to the Northwest District One eligibility committee. Students must show the eligibility committee that the transfer was necessary due to a hardship as defined by [WIAA rule 18.25.0](#). Questions about eligibility or eligibility appeals should be directed to the building athletic coordinator or district athletic director.

Cross Reference: [Board Policy 3131](#)

School Attendance Area Changes and
Transfers

Adopted: September 1981
Revised: June 6, 1989
Revised: January 28, 1991
Revised: January 18, 1992
Revised: March 20, 1995
Revised: January 12, 1998
Updated: September 30, 1998
Revised: February 8, 1999
Revised: February 2001
Updated: March 2001
Revised: February 2002
Revised: June 2003
Updated: November 2003
Revised: December 2004
Revised: November 2006
Revised: March 2007
Revised: August 2008
Revised: September 2010
Revised: August 2011
Updated: December 2011
Updated: September 2012
Revised: February 26, 2013
Revised: February 2014
Revised: July 2017
Updated: January 2019



School Transfers
3900 Broadway, Everett, WA 98201
Phone: 425-385-4070
Fax: 425-385-4012
Email: schooltransfer@everettsd.org

INTRADISTRICT AREA TRANSFER REQUEST
FOR THE _____ - _____ SCHOOL YEAR

SUBMIT THIS FORM TO THE SCHOOL YOU ARE REQUESTING TO ATTEND. PLEASE PRINT CLEARLY

OFFICE USE: Date Received

Empty box for Office Use: Date Received

Student ID Number (if known)

Student's Name Birth Date Grade Entering

Home Address City/State Zip Code

Parent/Guardian Name Home Phone Work Phone Email

SCHOOL REQUESTING

CURRENT/LAST SCHOOL

1st Choice School Grade School Grade

2nd Choice School Resident Neighborhood School

REASON FOR REQUEST

- Continuing Student Sibling at School Full Time District Employee Educational Childcare
Home Location Work Location Safety Other

Comments:

Does the student receive special education services? YES NO If yes, and new to Everett Public Schools, please attach IEP.

Does the student receive Section 504 services? YES NO If yes, and new to Everett Public Schools, please attach 504 plan.

Has the student been suspended/expelled from the previous school? YES NO

Has the student had a Truancy Petition filed (Becca) YES NO

A transfer may be denied or revoked if the student has problems with attendance, tardiness, discipline or if continued enrollment poses a risk to the health and/or safety of other students and staff. Falsification of student information to obtain school assignments may also be cause for revocation. If this request is approved, the parent/guardian has up to ten (10) days after receipt of notice to withdraw the request. If it is not withdrawn within that period, your child must attend the requested school and will not be entitled to attend the resident school for the balance of the current school year. Everett School District 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 this request is denied, the parent/guardian may appeal to the deputy/assistant superintendent for the appropriate school region for review of the decision. Such an appeal must be received in writing within five (5) school business days from the day on which the denial was received by the parent/guardian. A final decision shall be communicated to the parent/guardian in writing.

Date Parent/Guardian Signature

FOR OFFICE USE ONLY

REQUEST APPROVED APPROVAL ONLY FOR THE REMAINDER OF THE CURRENT SCHOOL YEAR

REQUEST DENIED Reason: Space Availability Attendance Discipline Educational program availability

Signature of Principal/Designee: Date:



AFFIDAVIT OF STUDENT RESIDENCE/HOLD HARMLESS AGREEMENT

_____ hereby swears, affirms, represents and agrees as follows:
(Parent/Legal Guardian Name)

1. _____ is the parent(s) or legal guardian of
(Print Parent/Legal Guardian Name[s])
_____, who is a minor. All statements herein are
(Student Name)
made in order to have said minor admitted to school in Everett Public Schools.

2. Said minor presently resides at _____
(Street) (City) (State) (Zip)
living with _____, whose residence is within Everett Public Schools.
(Print Name) (Relationship)

Said minor will continue to reside at said place for the period from _____ to _____,
during the 20____ - 20____ school year.

The word "residence" as used herein, in accordance with WAC 392-137-115, means the physical location of said minor's principal abode (the house or apartment where the minor lives the majority of the time, i.e., at least four (4) nights per week).

All school and district communication normally sent to the student's parents will be sent to the individual named in item #2 above.

The undersigned hereby agrees to hold Everett Public Schools harmless from any loss, damage, cost and attorney's fees or expenses, including loss of tax revenues or state apportionment funds which may result from said minor not being a resident of the school district or not being an appropriate student for the district.

The person with whom said minor is residing is hereby granted permission and responsibility for medical decisions, monitoring and compliance with attendance laws, permission for field trips, and other decisions made on behalf of the student normally made by the parent.

Nonresident students may apply for admission to Everett Public Schools under District Policy 3141. Students who are residents in the district, and who wish to attend a school outside of their attendance area, may request a transfer under District Policy 3131.

(Parent/Legal Guardian Signature) (Date)

(Parent/Legal Guardian Signature) (Date)

STATE OF WASHINGTON)
) ss
COUNTY OF Snohomish)

_____, being first duly sworn on oath, deposes and says that he/she is the person referenced in this Agreement, that they have read the foregoing Agreement, know the contents thereof, and believes and affirms the same to be true.

_____, being first duly sworn on oath, deposes and says that he/she is the person referenced in this Agreement, that they have read the foregoing Agreement, know the contents thereof, and believes and affirms the same to be true.

Subscribed and sworn to before me by _____ this _____ day of _____, 20_____.

NOTARY PUBLIC in and for the State of Washington,
residing at _____.

STATE OF WASHINGTON)
) ss
COUNTY OF Snohomish)

_____, being first duly sworn on oath, deposes and says that he/she is the person referenced in item #2 of the Agreement, that he/she has read the foregoing Agreement, know the contents thereof, and believes and affirms the same to be true.

By signing this Agreement, he/she agrees to make medical decisions for the student; comply with attendance laws; make all school-related decisions for the student normally made by the parent; and immediately notify the student's school principal when the student no longer resides in his/her home.

(Signature of Adult with whom Student Resides) (Date)

Subscribed and sworn to before me by _____ this _____ day of _____, 20_____.

NOTARY PUBLIC in and for the State of Washington,
residing at _____.

Adopted: October 2001
Updated: May 2002
Updated: February 2007
Updated: March 2007
Revised: August 2011
Updated: February 2015
Revised: July 2017