



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

December 16, 2022

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

Hello,

We wanted to remind you of some processes for students on an Intradistrict school transfer. If your student will continue at their current school for the 2023-24 school year, you do not need to do anything. Your student will automatically roll up to the next grade at their current school.

However, if your student will be transitioning from elementary school to middle school or from middle school to high school, and you would like your student to attend a school that is not their resident (home) school, you do need to submit a new transfer request for the 2023-24 school year. Please be aware that previous acceptance of a transfer request at elementary school or middle school does not guarantee a transfer request will be granted for a feeder school. Online school transfer applications for the 2023-24 school year will be accepted beginning January 3, 2023.

To submit a transfer request for your student to attend a school next school year that is not their resident (home) 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 middle school or high school you wish your student to attend.

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*).

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
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