

Living with other ☐



University Place School District

3717 Grandview Drive W, University Place, WA 98466

Phone: 253-566-5600 Fax: 253-566-5607

New ☐

Renew ☐

## In-District Student Transfer Request 2022-2023

*A separate form is required for each student.*

Student Name \_\_\_\_\_ Birth date \_\_\_\_\_ Grade in 2022-23 \_\_\_\_\_

Student Resident Address \_\_\_\_\_ Phone (home) \_\_\_\_\_

University Place, WA Zip \_\_\_\_\_ Phone (work) \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Name of Resident School \_\_\_\_\_ Name of School Requested \_\_\_\_\_

**Valid reasons for a transfer are listed below. The responsibility for providing documentation for the request rests with the parent/guardian. Capacity, staffing, and program limitations may prevent the district from granting a parent-initiated request for a transfer.**

Indicate reason for **Standard Transfer Request** by checking the appropriate box(es) below:

- ☐ To assist with a documented health condition;  
☐ To change peer group relationships from a situation that the parent/guardian can substantiate as being harmful;  
☐ To respond to a changed home condition (for example: change of address, joint custody); or  
☐ To accommodate the parent/guardian work schedule and resultant after school childcare needs.  
☐ Childcare in requested school boundaries. Childcare Provider: \_\_\_\_\_  
☐ Other: \_\_\_\_\_

**Is student served by Special Services?** ☐ Yes ☐ No

Date: \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

### ***Requests must be approved by requested school prior to approval by releasing school***

**Step 1:** Obtain approval from the Principal of the **REQUESTED** school:

- ☐ Approved Reason: ☐ Child Care ☐ Hardship ☐ Change in residence ☐ Other \_\_\_\_\_  
☐ Denied Reason: ☐ Space not available at requested school ☐ Program not available at requested school  
☐ Other(specify) \_\_\_\_\_

\_\_\_\_\_  
Administrator Signature / Requested School

\_\_\_\_\_  
Date

**Step 2:** If student receives **Special Education services**, request must be reviewed / signed by the UPSD Special Services director  
**Prior to Step 3:**

- ☐ Approved ☐ Parent will provide transportation  
☐ Denied ☐ Space not available at requested school ☐ Resident school can provide appropriate program  
Reason: \_\_\_\_\_ ☐ Program not available at requested school ☐ Other (specify) \_\_\_\_\_

\_\_\_\_\_  
Administrator Signature / Special Services

\_\_\_\_\_  
Date

**Step 3 :** Obtain approval from the Principal of the **RELEASING** school:

- ☐ Approved Reason: ☐ Child Care ☐ Hardship ☐ Change in residence ☐ Other \_\_\_\_\_  
☐ Denied Reason ☐ Program available at requested school ☐ Discipline history  
☐ Attendance/tardy/truancy history ☐ Other(specify) \_\_\_\_\_

\_\_\_\_\_  
Administrator Signature / Releasing School

\_\_\_\_\_  
Date

**Step 4 :** Submit completed form to Requested School

### **District Use Only**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

*Distribution: Original: UPSD Student Services Office Copies: Releasing School, Requesting School, Parent*

## District Attendance Area Transfers

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides.

A parent or guardian may request that his or her child be allowed to attend another school in the district. Requests must be submitted, in writing, to the principal of the building at which the student is currently assigned.

Transfers may be granted if:

- A. A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. Attendance at another school in the district is more accessible to the parent's place of work or to the location of child care; or
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer. Special hardship or detrimental conditions may include a student who moves to a new attendance area in the district during the school year.

The principal of the currently-assigned school will consult with the principal of the school to which the student desires to transfer to determine:

1. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
2. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting the transfer; and
3. Whether the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.

Transfers will be granted if the student is a child of a full-time certificated or classified school employee to the school in which the employee is assigned, or to a school forming the district's K through 12 continuum which includes the school to which the employee is assigned, unless:

- A. The student has a history of convictions, violent or disruptive behavior, or gang membership;
- B. The student has been expelled or suspended from school for more than ten consecutive days; or
- C. Enrollment of a non-resident child would displace a child who is a resident of the attendance area (the resident child must be permitted to remain enrolled until he or she completes his or her schooling).

Transportation will not be provided for students attending another school because of an in-district transfer.

Approval of an in-district transfer is for one year only, and the request must be renewed each year.

If the request for transfer is denied, the parent or guardian may appeal to the Superintendent, or designee, for review of the decision by the building principals.

### UPSD Non Discrimination Statement

The University Place School District complies with all federal and state laws, rules, and regulations and does not discriminate on the basis of race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability in student education programs, co-curricular activities, and employment practices. The district is an equal opportunity/affirmative action employer encouraging application of qualified minorities, women, and disabled persons for employment and other opportunities. University Place School District is committed to providing access to all District programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For elevator access at school sites, contact the principal's office. The University Place School District is a drug-free/smoke-free work place and educational setting. Direct inquiries regarding compliance, grievance, or appeal procedures, or concerns involving students, should be made to the District Affirmative Action Officer/Civil Rights Compliance Coordinator/ Title IX Officer/HIB Compliance Coordinator/Gender-Inclusive Schools Coordinator, Executive Director of Secondary Education, Lainey Mathews, lmathews@upsd83.org; or Section 504/FAPE/ADA concerns should be made to Executive Director of Special Services, Kelly McClure, kmccclure@upsd83.org. Both can be contacted at (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466.