



**Vancouver Public Schools**  
 School District No. 37 – Clark County  
 2901 Falk Road – P.O. Box 8937  
 Vancouver, WA 98668-8937  
 Phone: (360) 313-1330  
 FAX No. Student Welfare and Attendance:  
 (360) 313-1336  
*An Equal Opportunity District*

**School Use Only:**

**Received Application:**

Date \_\_\_\_\_ Time \_\_\_\_\_

Signature \_\_\_\_\_

**IN-DISTRICT CHOICE TRANSFER REQUEST**

Initial Request  Renewal Request

Requested School \_\_\_\_\_ Resident School \_\_\_\_\_ Current School \_\_\_\_\_

Student's Name \_\_\_\_\_ Student's ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Does your student have an IEP?  Yes  No or 504 Plan?  Yes  No

School Year Student Transfer is for \_\_\_\_\_ Grade Student Transfer is for \_\_\_\_\_  
*(Example: 14/15, 15/16)*

Reason for Student Transfer \_\_\_\_\_  
 Dual Language  Language Immersion  Hi-Cap/Challenge

Student will participate in WIAA sanctioned activity? (sports, music, choir, rally, etc.)  Yes  No

Daycare Name \_\_\_\_\_

Daycare Address \_\_\_\_\_

Transportation to and from school is the responsibility of the family. Students are to be dropped off and picked up according to the specific school's schedule. A student attending on an intra-district student transfer is expected to follow all discipline and attendance policies and regulations applicable to all Vancouver School District students. Failure to meet these conditions shall result in revocation of this Student Transfer and return the student to his/her resident school.

Parent Signature \_\_\_\_\_ Print Name \_\_\_\_\_

VPS Staff  Yes  No Position \_\_\_\_\_ School \_\_\_\_\_

Student Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
Middle and High School Students Only

Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Accepted by Requested School \_\_\_\_\_  
Principal Date

Denied by Requested School \_\_\_\_\_  
Principal Date

Reason for Denial:  Space Availability  Attendance Records  Discipline Records

**NOTE: This Student Transfer must be renewed each school year.**

<b>OFFICIAL USE ONLY</b>		
1. Daycare Location	4. Financial	7. Special Hardship
2. Detrimental Conditions	5. Health	8. Work Location
3. Education Program	6. Safety	9. Other

**FORMS AVAILABLE AT ALL SCHOOLS AND AT DISTRICT OFFICE**

## Notices

- If the student participates in any athletic program governed by WIAA, he/she may not be eligible to participate at the new school. The parent or guardian should check WIAA rules before submitting an application.
- The transfer request is not complete until the resident school has released the student and submitted the request to the nonresident school, and it has been accepted. The student should remain enrolled in the resident school until there is an effective start date at the nonresident school.
- The parent will be notified by the school of acceptance and the effective start date or denial.

## Decision-Making Criteria for In-District Transfer Requests

- Space Availability
  - All applications will be considered on a stringent space-available basis. In the event there is not space available in the grade level, class or program requested, the student(s) will be placed on a waiting list in the order of the date and time of the request.
- Academic Needs
  - A student who wants to continue and/or participate in an educational program that is unique to a school (i.e., foreign language, accelerated studies, magnet, program of choice, Dreamers, and Challenge) may be considered for a boundary exception and/or dual enrollment. A student shall not be released or accepted to take a course or program at another school when an equivalent course or program is offered at the student's residence school.
- Attendance and Behavior Records. Truancy and misconduct are bases for denial or revocation.

Appeals of a principal's denial or revocation of boundary exceptions for student residing within the Vancouver School District will be directed to the Office of Student Welfare and Attendance, 313-1330, except for denials based on space availability, in which case the principal's decision is final.

## Acknowledgements

- I certify that the information provided is accurate and complete.
- I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the nonresident school district's policy, and rescindment (revoking) of this transfer may occur in accordance to the conditions listed in the nonresident school district's policy.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand that I will be responsible for providing transportation to and from school for my student (The one exception is for students accepted to and participating in a high school magnet program).
- I understand that requests are approved for one school year only, and it is my responsibility to complete a new form each year.
- I understand that the in-district transfer can be revoked at any time if there are attendance or discipline issues or if there is no longer space within the grade level.