LYNDEN
SCHOOL DISTRICT
Tradition • Pride • Excellence

NON-RESIDENT TRANSFER REQUEST

Return Completed Form for Enrollment Consideration To: 516 Main Street, Lynden, WA 98264

Phone: 360-354-4443 | Fax: 360-354-7662 Email: noteboomj@lynden.wednet.edu

Incomplete forms will not be considered until they are completed.

☐ New Request ☐ Renewal

STUDENT INFORMATION		School Year 20___ to 20___		START DATE:		END DATE:

Student's Name (FIRST M LAST)		Date of Birth	Grade Level (for year of transfer)	Is there another child in your household for whom a transfer is being requested? ☐ Yes ☐ No

Student's Street Address	Student's Mailing Address	City	Zip Code

Home Phone	School Last Attended	Resident District	Resident School

District You Wish To Attend	School You Wish To Attend (1st Choice)	School You Wish To Attend (2nd Choice)	School You Wish to Attend (3rd Choice)

Parent/Guardian Name(s)	Daytime Phone	Evening Phone	Email Address

BASIS FOR REQUEST

☐ Safety/Health Reasons   ☐ Educational Conditions   ☐ Financial Conditions

☐ Closer to Home   ☐ Location of Childcare   ☐ Closer to Parent/Guardian Work

☐ Parent/Guardian is an employee with the requested district   ☐ Special Hardship/Detrimental Conditions

REQUIRED – Please explain ANY of the items you checked above:
(i.e. location of work/daycare, why the transfer would relieve financial/educational/health/safety conditions, etc.):

BEHAVIOR *(attach sheet with explanation for any yes answers)*

Does the student have a record of conviction of crimes, violent or disruptive behavior or gang membership?	☐ Yes	☐ No
Has this student been expelled or suspended for more than 10 consecutive days?	☐ Yes	☐ No
Has this student been suspended within the last school year?	☐ Yes	☐ No
Has the student repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations?	☐ Yes	☐ No
Has the student and/or parent had any formal meetings with school officials regarding school attendance issues in the past two years?	☐ Yes	☐ No
Is this student under a court order to attend school or is a truancy petition in the process of being filed?	☐ Yes	☐ No

SPECIAL EDUCATION

Does this student qualify for Special Education Services? *(If yes, attach current IEP and evaluation)*	☐ Yes	☐ No
English Language Learner (ELL)	☐ Yes	☐ No
Current 504 Plan	☐ Yes	☐ No
Highly Capable Program/Gifted	☐ Yes	☐ No

Please see second page for important notices, acknowledgements, and signature.

2/24/20

NOTICES
• The transfer request is not complete until the resident school district has submitted the request to the nonresident school district, and it has been accepted. The student remains the responsibility of the resident school district until the effective start date at the nonresident school. • The parent/guardian will be notified by email or postal mail of acceptance or denial of the request. • If the request is rejected, the notification will include the reason for the denial and steps to appeal the decision. • If a district does not respond to a request within 45 days of the request, the request is treated as a denial and the parent/guardian can appeal. • Under the Choice law, the nonresident school district becomes responsible for all matters related to the education of the student (basic education, special education, home/hospital services, truancy, CEDARS reporting, administration of state educational assessments, etc.). Legal Reference: RCW 28A.225.220 through 230.

ACKNOWLEDGEMENTS
• I certify that the information provided is accurate and complete. • We understand that our application may be denied or approval revoked if we have provided false or inaccurate information. • 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 due to in accordance to the conditions listed in the nonresident school district's policy. • Lack of academic effort, poor attendance, tardiness, or discipline problems shall provide just cause for the district to return a student to his/her resident district. • 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. • If the transfer request is denied, the parent/guardian may appeal to district that denied the transfer. Subsequent denials may be appealed to the Deputy Superintendent, and then to OSPI. • I understand that I will be responsible for providing transportation to and from school for my student, unless the nonresident district is required to provide transportation for the student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA). • I understand that requests are approved for one school year only, for 1.0 FTE, and it is my responsibility to complete a new form each year. • I understand that should my student move and no longer be a resident of the district, the transfer expires and I must submit a new request to the new resident school district. • FERPA Release: I authorize the resident school district to release any and all of my student's educational records to the Choice Coordinator of the nonresident school district, including attendance history, school transcript or report cards, discipline records and special education records. By my signature, I acknowledge that although I am not required to release my student's records, I am giving my consent to release the information. This release will remain in effect while my student is enrolled unless I revoke such consent in writing. Note: Information will be provided in written format; no information will be released over the phone.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232(g); 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

- Electronic Signature Agreement. By selecting the "I Accept" box, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting the "I Accept", you consent to be legally bound by this Agreement's terms and conditions.
- ☐ I Accept. Please enter your name in the space below.

_____   _____
Signature of parent/guardian (Student may sign if 18 years or older at the time of this request)   *Date signed*

IMPORTANT INFORMATION FOR LHS APPLICANTS
1. Students that request to attend LHS as a non-resident are expected to attend at least two semesters on campus. 2. Students that request to attend LHS as a non-resident must meet or exceed the following levels each semester: 　a. Grades: Single semester GPA of 2.0 or higher 　b. Attendance: 90% attendance 　c. Behavior: No misconduct that results in out-of-school suspension. If any of the expectations above are not met, the non-resident request may be denied for the following semester.　Return form by July 15th

ACTION BY NON-RESIDENT SCHOOL DISTRICT TO ACCEPT ATTENDANCE (1.0 FTE)
Request for admission as a non-resident student for the school year ending _____ is: ☐ APPROVED ☐ DENIED* _____ *Non-Resident School Superintendent or Designee Signature*

DATE:	DISTRICT:

*Your request has been denied for the following reason:

2/24/20