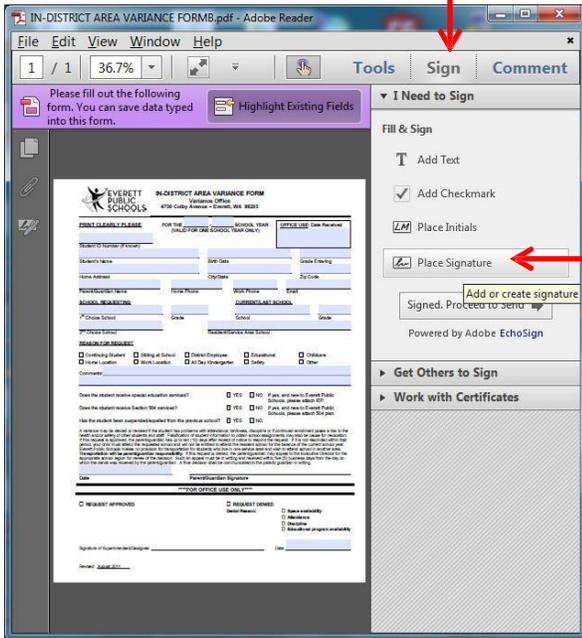


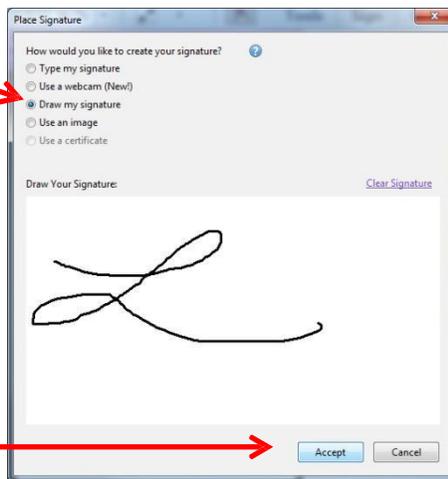
# Instructions for completing school transfer form electronically.

1. Make sure you have Adobe reader DC on your computer - <http://get.adobe.com/reader/>
2. Download the school transfer form to your computer  
[In-district School Transfer Release Form](#)  
[Non-resident School Transfer Release Form](#)  
**right click** appropriate link above and *Open Weblink as New Document*
3. Form should open in Adobe reader DC
4. **Complete** the form then **click Sign**



Click Place Signature

5. **Select Draw my signature**



6. **Click Accept**

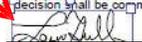
7. **Place signature on form, Save** then send as an attachment to [schooltransfer@everettsd.org](mailto:schooltransfer@everettsd.org)

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

A variance 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 rescind the request. If it is not rescinded within that period, your child must attend the requested school and will not be entitled to attend the resident school for the balance of the current school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 Public Schools makes no provision for transportation for students who live in one service area and wish to attend school in another area. **Transportation will be parent/guardian responsibility.** If this request is denied, the parent/guardian may appeal to the Executive Director for the appropriate school region for review of the decision. Such an appeal must be in writing and received within five (5) 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

[Instructional video](#)