



SCHOOL TRANSFERS

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STUDENT SCHOOL TRANSFERS

GENERAL INFORMATION, PROCESS AND TIMELINE

The school a student attends is determined by each student's residential address. If a student wishes to attend a school not designated for the address in which he or she resides, parents must request a school transfer.

SCHOOL TRANSFER REQUESTS

School transfer requests are divided into two categories:

Intradistrict Transfers

School transfer requests will be accepted between January 1 and June 1 (*Open Enrollment Period*) for the following school year. Transfer requests submitted between January 1 and February 15 will be notified of approval/denial of such requests no later than March 15. Transfer requests submitted after February 15, but before June 1, will receive notification no later than June 30. Students who reside within the boundaries of the district who submit a transfer request on or before April 1 shall have the priority over nonresident students submitting a choice transfer request under [Policy](#) and [Procedure](#) 3131.

Nonresident Transfers

Choice transfer requests from children of full-time certificated or classified employees, who are requesting enrollment in the employee's assigned school or a school forming the district's K-12 continuum which includes the school to which the employee is assigned may be submitted beginning February 15 for the following school year.

All other choice transfer requests may be submitted beginning March 1 for the following school year.

Applications for school transfers received after the first day of the academic year will be reviewed on a monthly basis

RENEWING SCHOOL TRANSFER

Renewing Intradistrict Transfers

If granted a student is allowed to continue at that school until the end of the child's education in that school without re-applying in succeeding years. This assurance may be withdrawn when district attendance boundaries are altered by board action and/or when the superintendent has determined that there is no capacity at the building, program, grade level and/or classroom in that school.

Acceptance of a transfer request for grades K-5 and 6-8 does not guarantee a transfer request will be granted for the feeder school in the district's K-12 continuum. A new transfer request **must** be submitted when a student transitions between grades 5 and 6 and between grades 8 and 9.

Renewing Nonresident Transfers

Families must apply for a choice transfer **every** year that they want their student to attend a school that is not their neighborhood district school. If a transfer renewal is not received by April 14, the availability in the school the student is attending could be filled by another student. Students would then be expected to enroll in their neighborhood district school.

DECISION MAKING

Approval

If the school transfer request is approved, the parent/guardian will be mailed/emailed an approval letter. Students on a transfer are expected to:

- ★ Attend the school they have requested for the **entire** school year.
- ★ Provide their own on-time transportation to and from school.
- ★ Comply with all Everett School District policies and school rules.

Denial

If the school transfer request is denied, the parent/guardian will be mailed/emailed a letter stating the reason for the denial. Reasons for denial may include:

- ★ The student's disciplinary records indicate a history of convictions of offenses or crimes, violent or disruptive behavior, or gang membership.
- ★ The student has been expelled or suspended for more than ten (10) consecutive days or is currently under long-term suspension, expulsion or emergency expulsion. Customarily, a transfer will be revoked after a suspension or expulsion has been imposed.
- ★ Enrollment poses a risk to the health and/or safety of other students and staff.
- ★ Parents/legal guardians submitted false information to obtain a school assignment.

APPEALS

Appeal Process

If a transfer is denied, parents/guardians have the option to appeal the decision in writing.

The parent/guardian submits a written letter requesting an appeal to the designated deputy/assistant superintendent. **Appeals must be submitted in writing within five (5) business days of the receipt of the denial letter.** Appeals may also be submitted via email to schooltransfer@everettsd.org. If the student is currently enrolled they will be allowed to remain in school until a final decision is made, provided no disciplinary action is in effect or pending against the student. The final decision shall be communicated in writing to the parent/guardian in a timely manner.

Revoking a Transfer

An intradistrict or nonresident transfer may be revoked for the following reasons:

- ★ The student's disciplinary records indicate a history of convictions of offenses or crimes, violent or disruptive behavior, or gang membership.
- ★ The student has been expelled or suspended for more than ten (10) consecutive days or is currently under long-term suspension, expulsion or emergency expulsion. Customarily, a transfer will be revoked after a suspension or expulsion has been imposed.
- ★ If continued enrollment poses a risk to the health and/or safety of other students and staff.
- ★ Parents/legal guardians submitted false information to obtain a school assignment.

If a transfer is revoked, the parent/guardian may appeal by submitting a written letter requesting an appeal to the designated deputy/assistant superintendent. **Appeals must be submitted in writing within five (5) business days of the receipt of the revocation letter.** Appeals may also be submitted via email to schooltransfer@everettsd.org. Students will be allowed to remain in school until a final decision is made, provided no disciplinary action is in effect or pending against the student. The final decision shall be communicated in writing to the parent/guardian in a timely manner .

SCHOOL TRANSFER FORMS

Intradistrict Transfer (Everett school to Everett school)

If you live **within** the boundaries of the Everett School District and want your student to attend a different school in the Everett School District, please complete an [Intradistrict Area Transfer Request form](#). The form is available at any school in the Everett School District or at the Community Resource Center. The form is also available on the district's website.

Nonresident Transfer (From another school district to Everett School District)

If you live **outside** the boundaries of the Everett School District and want to attend a school in the Everett School District you must go to your home district's administrative office and fill out their *Choice Transfer* form (District Release Form). Please note the form must be processed by the resident district and will be submitted to Everett School District through the online Choice Transfer System. Many district's have the form available on their website.

Student Background Form (Required for new high school /middle school students)

New students in grades 6-12 need to have a [Student Background form](#) completed by your current/previous school and submitted to the Everett School District school you are requesting to attend.

Choice Transfer Release to Nonresident District (Everett School District to another school district)

If you live within Everett School District boundaries and want your student to attend a school in another district, a *Request for Release to Attend in Nonresident District form* must be completed. This form is available on the district's website and can be submitted via email or fax to the School Transfer office. You may also obtain the form at the Community Resource Center. Please note the form must be processed by the School Transfer office to send to the

Everett Public Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.
