



915 4TH ST NE; AUBURN, WA

New Change of Address

RESIDENT STUDENTS

ATTENDANCE AREA TRANSFER APPLICATION

ASD Board Policy No. 3131

(for ASD students who wish to attend a school other than neighborhood school)

2022-2023 SCHOOL YEAR

PLEASE NOTE: Dick Scobee Elementary, Evergreen Heights Elementary, Cascade Middle, and Mt. Baker Middle have been closed to new out of area transfer requests by the Auburn School Board for the 2022-23 school year.

Name of Student (Last, First, Middle): _____

Resident Address (Street, City, State, Zip Code): _____

Mailing Address: _____ Email Address: _____

Contact Phone Number: _____ Grade in 2022-23: _____ Date of Birth: _____

School Requested: _____ Resident School: _____

Last School Attended: _____ Phone: _____

(If last school was not in the Auburn School District, attach copy of current year discipline and attendance record)

REASON FOR REQUEST:

- HEALTH CONDITION – Describe briefly: _____
- EDUCATIONAL PROGRAM – Course(s) name: _____
- EMPLOYMENT (parent or student works in the area): _____
- DAYCARE – Childcare/Daycare address: _____
- HARDSHIP – Describe briefly: _____
- OTHER – Describe briefly: _____

Is your student currently receiving special education services? Yes ___ No ___ 504 Plan? Yes ___ No ___

If yes, approval is required by the Director of Special Education at Student Special Services. If you are new to Auburn and the records are from another district, you must attach your student’s current special education evaluation and IEP or 504 Plan.

Note: If your child is in an Auburn School District ECE, Adaptive Behavior, Structured Learning program or enrolled in the STEP Program at Terminal Park, a transfer request may not be necessary. Please contact student special services to discuss.

The following conditions will apply:

- Student will follow rules and regulations applicable to all students. Student behavior that results in out-of-school suspensions or expulsion; ongoing truancy or excessive absences, or lack of academic success may result in the denial or revocation of the Attendance Area Transfer.
- When a student has been accepted on an Attendance Area Transfer to the requested school, the resident student may continue there without reapplying, as long as attendance, grades, and behavior are satisfactory. However, parent may rescind the transfer at their own discretion.
- Students must reapply when moving from elementary to middle school, or middle school to high school.
- It is the responsibility of the parent/guardian to provide transportation for their student, and student will be held to high standards of academic progress, behavior, and attendance in order to maintain this transfer.
- **NOTE: Transfer requests shall be considered upon availability of space at the requested school. Requests received at the start of the school year may be held for up to 2 weeks after the first day of school to monitor enrollment capacity.**

Parent/Guardian Signature _____ Print Name _____ Date _____

FOR OFFICE USE ONLY

Principal Recommendation: Yes No

Comments _____ Principal Signature _____ Date _____

_____ Date _____

Signature of Assistant Superintendent or Director of Special Education

Approved Denied