



RESIDENT STUDENTS

ATTENDANCE AREA TRANSFER APPLICATION

ASD Board Policy No. 3131

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

2018-2019 SCHOOL YEAR

New Change of Address

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

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

Mailing Address: _____ Email Address: _____

Contact Phone Number: _____ Grade in 2018-19: _____ Date of Birth: _____

School Requested: _____ Resident School: _____

PLEASE NOTE: Alpac, Arthur Jacobsen, Evergreen Heights, Gildo Rey, Hazelwood, Ilalko, Lakeland Hills, Lea Hill, Pioneer, Washington, Mount Baker, and Rainier have been closed to new out of area transfer requests by the Auburn School Board for the 2018-19 school year.

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 Executive Director of Student Special Services at the Administrative Annex Bldg.

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.*

- A student who moves to a new attendance area in the District during the school year may elect to transfer at the time of the move or at the end of the semester or grading period. For a high school sophomore or junior, transfers may only be approved to coincide with the beginning of a new grading period. A senior may elect to finish the school year without transferring to a new school, but must declare his or her preference prior to the beginning of the last semester.
- 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, may result in the 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. 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.
- The student will not need to apply again as long as he/she attends this building, however parent may rescind the transfer at their own discretion.
- **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 _____

Signature of Assistant Superintendent or Director of Student Special Services _____ Date _____

Approved Denied

If you believe that the school board policy has not been followed, you have the right to appeal. Please call 253-931-4712. For students receiving special education or 504 services, contact Student Special Services, at 253-931-4927.