



School Received Stamp

**RESIDENT STUDENTS**  
**ATTENDANCE AREA TRANSFER APPLICATION**  
ASD Board Policy No. 3131  
(for ASD students who wish to attend a school other than boundary school)  
**2023-2024 SCHOOL YEAR**

New  Change of Address

PLEASE NOTE: Alpac ES, Dick Scobee ES, Evergreen Heights ES, Washington ES, Cascade MS, Mt. Baker MS, Olympic MS, Rainier MS, and Auburn Riverside HS are closed to new transfer requests by the Auburn School Board.

Name of Student (Last, First, Middle): \_\_\_\_\_

Resident Address (Street, City, State, Zip code): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ 23/24 Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School Requested: \_\_\_\_\_ Resident School \_\_\_\_\_

Last School Attended: \_\_\_\_\_ Phone: \_\_\_\_\_

**REASON FOR REQUEST:**

- HEALTH CONDITION – Describe briefly: \_\_\_\_\_
- EDUCATIONAL PROGRAM – Course(s) name: \_\_\_\_\_  
EMPLOYMENT (parent or student works in the area): \_\_\_\_\_
- DAYCARE – Childcare/Daycare address: \_\_\_\_\_
- HARSHIP – 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, a transfer request may not be necessary. Please contact Student Special Services to discuss.**

**The following conditions will apply:**

- **If last school was not in the Auburn School District, attach a copy of current year academic, discipline and attendance records.** 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 pending enrollment capacity. 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 \_\_\_\_\_

**SCHOOL USE ONLY**

**Principal Recommendation:** \_\_\_\_\_ **Comment:** \_\_\_\_\_  
 YES  NO **Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DISTRICT USE ONLY**

APPROVED  DENIED **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Assistant Superintendent or Director of Special Education**