



School Received Stamp: \_\_\_\_\_

**NON-RESIDENT STUDENTS  
ATTENDANCE AREA TRANSFER APPLICATION**

ASD Board Policy No. 3141  
(for students who live out-of-district and wish to attend a school in the Auburn School District)

**2024-2025 SCHOOL YEAR**

Renewal     New     Change of Address

**PLEASE NOTE:** Evergreen Heights Elementary, Washington Elementary, Cascade Middle, Mt. Baker Middle, Olympic Middle, and Rainier Middle Schools are closed to new out of area transfer requests by the Auburn School Board for the 2024-25 school year.

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

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

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

Contact Phone Number: \_\_\_\_\_ 24/25 Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

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

*Note: If last school was not in the Auburn School District, attach a copy of current year academic, discipline and attendance records.*

**REASON FOR REQUEST (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.

**Has your student been expelled, emergency removed, or long-term suspended? Yes \_\_\_ No \_\_\_** If yes, you must submit documentation of discipline, attendance and academic histories to the school requested for review prior to the further processing of this application. This application may be denied if the non-resident student has a history of convictions, violent or disruptive behavior, gang membership, OR has been expelled or suspended from school for more than ten consecutive days.

**Note:** Student behavior that results in out-of-school suspensions or expulsion; ongoing truancy, excessive absences, or lack of academic progress, may result in the denial or cancellation of a waiver agreement.

**The following conditions will apply:**

- **A Release of Attendance from resident school district MUST be provided and submitted with this waiver application.**
- It is the responsibility of the parent/guardian to provide transportation for their student, and their student will be held to high standards of academic progress, behavior, and attendance in order to maintain this transfer.
- High school students who are granted a non-resident waiver are not eligible to participate in varsity athletics for one year after being enrolled in their new school **unless** the transfer is between the WIAA designated natural break between 8th and 9th grade years only.
- Waiver transfers may only take place at the beginning of a grading period and must be renewed annually.
- **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 two 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**

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.