



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)
2024-2025 SCHOOL YEAR

New Change of Address

PLEASE NOTE: Evergreen Heights ES, Washington ES, Cascade MS, Mt. Baker MS, Olympic MS, and Rainier MS have been closed to new 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 School _____

Last School Attended: _____ Phone: _____

REASON FOR REQUEST (Briefly describe) :

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.

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.
- High school students who are granted a 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.
- 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