

Shelton School District 700 S. 1st St. Shelton, WA 98584

360-426-1687 / 360-427-8610 (fax)



In-District Transfer Request

New Request

Renewal

Transfer request for students wanting to attend Bordeaux, Evergreen, or Mt. View Elementary **OR the Dual Language Program (Evergreen Elementary)**

Student's neighborhood school: _____ School year for which transfer is requested: 20__ to 20__

School/Program to which admission being requested: Bordeaux Evergreen Mt. View Dual Language Program

Date this application submitted: _____

Student's name (one student per form): _____

Student's current physical address: _____
Street Address Apt. # City State/Zip

Student's anticipated physical address (if moving): _____
Street Address Apt. # City State/Zip

Language spoken at home: _____

Grade student will be at time of transfer: _____ Age student will be at time of transfer: _____

Last school attended: _____

Reason for request: _____

If reason is daycare, please provide daycare name and physical address: _____

Is the student enrolled in any special education programs: Yes: _____ No: _____

I understand that my child may be required to move back to our neighborhood school due to enrollment growth.

Signature of Parent/Guardian Phone Number/Msg. Number Date

Printed Name of Parent/Guardian

FOR SCHOOL USE ONLY

RESIDENT school principal: _____ Approve: _____ Disapprove: __
Signature Date

Comments: _____

REQUESTED school principal: _____ Approve: _____ Disapprove: _____
Signature Date

Comments: _____

In-District Student Transfer Guidelines

1. A student shall attend the school designated for their respective neighborhood school area.
2. If a student moves to a new attendance area during the school year, they may transfer at the time they move OR at the end of the quarter or semester, BUT MUST transfer at the end of the current school year.
3. In case #2, the parent shall provide transportation, except that the student may ride on an established District route if the superintendent finds that it would facilitate their travel with no extra cost to the District.
4. Out-of-attendance students are approved for only one year at a time. Parents must request an In-District transfer during the open enrollment window for the coming school year.

Exceptions to this policy may be granted by the superintendent, provided that:

The District will consider applications by a lottery selection basis in accordance with the following guidelines. First, the availability of the desired program in the requested school. Second, the availability of adequate space to house the student, if accepted. And:

5. Conditions with the Shelton Education Association agreement are met.
6. A grade level grouping of students may be moved to another school due to overcrowding in the attendance school.
7. A student may be assigned to a school which provides specific program needs.
8. A financial, education or health condition would likely be reasonably improved by attending a school outside the student's residential area.
9. Attendance at a school outside of the attendance area is more accessible to the parent's place of work or location of childcare.
10. There is some other special hardship or detrimental condition affecting the student or the student's immediate family, which would be alleviated as a result of the transfer.