



**TRANSFER REQUEST**

Until notified by the Receiving School, the student should remain enrolled in their current school.  
Applications to transfer for the following year will be accepted at the Administration Center between November 1 and January 31.  
Parent/Guardian notification of approved or denied applications to transfer for the following year will be made by February 28.

**Student Legal Name** \_\_\_\_\_ Birthdate \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_  
Present Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ # of Years at address \_\_\_\_\_  
Former Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ # of Years at address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Requesting transfer to:** District \_\_\_\_\_ School \_\_\_\_\_ for School Year \_\_\_\_\_  
School Currently Attending \_\_\_\_\_ Current Grade \_\_\_\_\_  
Boundary School District \_\_\_\_\_ Boundary School Name \_\_\_\_\_

**Reasons for transfer:**  
 Elementary Daycare (Attach Daycare Provider Verification for K-5 Transfer Students form F-2 3132)  
 Sibling enrolled at requested school last year  
Sibling Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
 Renewal Request as student attended requested school last year  
 Recently moved and would like to have student remain at school currently attending  
 On-line School (Attach Memorandum of Understanding to Transfer to On-Line School form F-2 3130)  
School Name: \_\_\_\_\_ On-line Fax Number: \_\_\_\_\_  
 Other: \_\_\_\_\_

**For a high school transfer**, does the student plan to enroll in extracurricular athletic?  No  Yes  
**Does the student require any special programs?**  No  Yes  
If yes, check the appropriate program boxes below:  
 Special Education  Section 504  Bilingual/Migrant  Title I/LAP  Other \_\_\_\_\_

It is understood that I, as a parent/guardian, must assume responsibility for attendance and adequate transportation and supervision to and from school. I also certify that I have read and agreed to the terms of Kennewick School District Board Policy No. 3130 (Out-of-District Transfer Request) and/or Policy No. 3132 (In-District Transfer Request).

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

**RELEASING SCHOOL AGREEMENT TO WAIVE ATTENDANCE**  
Having examined the facts as stated above, I hereby agree to waive attendance for the \_\_\_\_\_ school year.  
 Approved  
 Denied Reason: \_\_\_\_\_  
Date \_\_\_\_\_ Kennewick School District No. 17 School \_\_\_\_\_  
Releasing Superintendent/Principal Signature \_\_\_\_\_

**RECEIVING SCHOOL AGREEMENT TO ACCEPT STUDENT**  
I hereby agree to accept the student for the school year stated above in the signed Releasing School Agreement.  
 Approved  
 Denied due to:  No Space Available  Attendance  Grades  Discipline  Other \_\_\_\_\_  
Date \_\_\_\_\_ School District \_\_\_\_\_ School Name \_\_\_\_\_  
Receiving Superintendent/Principal Signature \_\_\_\_\_

**STUDENTS****Voluntary Transfers – Resident Students (In-District)**

Kennewick School District is committed to maintaining equity in the quality of education in all schools. Although school boundaries are established, parents may choose their child's school when the following conditions exist:

1. If there is space available in the grade level, class, or program.
2. If the transfer does not create a classroom or daily overload for the teacher.
3. If the student is in good standing in the areas of academic achievement, attendance, and discipline.

The District will **not** provide transportation for students transferring outside their attendance boundary.

By no later than **February 1** of each year, the District will determine the capacity of programs and grade levels at each school. Capacity will be based on the classroom space available and building staff allocations.

**Release of Resident Students (Out-of-District)**

Kennewick School District may honor the request of parents or guardians to enroll students in schools or districts other than those determined by residence. Kennewick School District may release a student to a non-resident school or district that agrees to accept the student under the criteria listed below:

In the event that the release would adversely affect a district's existing desegregation plan, the district may deny a request for such a release.

Existing cooperative agreements between school districts are not to be adversely affected by this release.

**RELEASE OF RESIDENT OUT-OF-DISTRICT STUDENTS AND ANY IN-TRANSFER REQUEST SUBMITTED OUTSIDE THE SPECIFIC TIME PERIOD WILL BE ASSESSED ON THE FOLLOWING CRITERIA:**

1. There is a financial, educational, safety, or health condition affecting the student for which there is no other reasonable alternative; or
2. The student's attendance in the non-resident district makes him/her more accessible to the parent or guardian's place of work or to the location of child care; or
3. There is a special hardship or detrimental condition.

**HIGH SCHOOL ONLY:** The following eligibility rules will apply to transfer students regarding enrollment and athletic participation:

1. In order to be eligible to participate and/or represent a member school in an interscholastic athletic contest, the student of that school must be residing either within the boundaries of that school district and designated attendance area of the school or be a new freshman student with an approved in-district transfer to that school.
2. Any student approved for transfer after the beginning of his/her initial entry into high school as a freshman will only be allowed to tryout and participate in athletics at the freshman, sophomore, and junior varsity levels. Varsity level participation will not be allowed for a period of one calendar year from the first day of attendance. There must be no evidence that the student transferred for the purpose of participation in interscholastic athletics or transferred as a result of having been recruited for the purpose of participating in interscholastic athletics.
3. A successful transfer is defined as being registered, enrolled and in attendance for one day or portion of a day. If a student successfully transfers to a school out of his/her regular attendance boundary, the student will not be allowed to return to the home boundary school for the school year indicated on the transfer form. The student may request to return to the home boundary school the following school year. If the request is granted, the student will be ineligible to participate in athletics at the varsity level for one calendar year from the first day of attendance.
4. Exceptions to the above will be allowed for hardship situations. Parents/students may apply for a hardship waiver at the time they apply for the transfer. The Yakima Valley Interscholastic Athletic Association (YVIAA) will evaluate each request and will apply the hardship criteria. If the hardship waiver is approved, the transfer student will be immediately eligible to participate in WIAA competition.

Applications for transfer are available at each school, at the Kennewick School District Administration Center or at [www.ksd.org](http://www.ksd.org).

Parents shall complete all information on the transfer request form and submit to the Superintendent or designee. The request will be granted or denied according to the established above-stated criteria and parent(s) will be promptly notified.

If admission to a school is denied, the decision may be appealed:

**IN-DISTRICT TRANSFER:** To the Assistant Superintendent of Elementary Education or Secondary Education.

**OUT-OF-DISTRICT TRANSFER:** If the recommendation is to deny the request, the Superintendent or designee shall notify the parents of their right to a hearing with the Board at its next regularly scheduled meeting. Parents will be notified in writing within two weeks of the Board's decision. That decision may be appealed to the Office of the Superintendent of Public Instruction.

Legal References: [RCW 28A.225.220](#) Adults, Children from Other Districts, Agreement for Attending School - Tuition  
[RCW 28A.225.225](#) Application from Non-Resident Students or Home-Based Students To Attend Non-Resident School  
[RCW 28A.225.230](#) Appeal for Certain Decisions to Deny Student's Request to Attend Non-Resident District – Procedure  
[RCW 28A.225.270](#) Intra-District Enrollment Options Policies  
[RCW 28A.225.280](#) Transfer Student's Eligibility for Extra Curricular Activities

Adopted by the Board: November 26, 1973 (Policy 3130)  
 Amended by the Board: April 22, 2009

Adopted by the Board: March 23, 1982 (Policy 3132)  
 Amended by the Board: August 22, 2001