



Shelton School District
 700 S. 1st St. • Shelton, WA 98584
 (360) 426-1687 / 427-8610 (FAX)

Intra-District Transfer Request

(For student transfers between Bordeaux, Evergreen and Mt. View Elementaries)

School student should be attending: _____ School year for which transfer is requested: _____

School to which admission being requested: _____ Date this application is 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

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

Last school student 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. Phone 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: _____

Intra-District Student Transfer Guidelines

1. A student shall attend the school designated for his/her respective residential area.
2. If a student moves to a new attendance area during the school year, he/she may transfer at the time he/she moves OR at the end of the quarter, 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 bus route if the superintendent finds that it would facilitate his/her 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 Intra-District transfer each spring for the coming school year. Requests for the forthcoming school year will be accepted beginning May 1.

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

The District will consider applications on a first-come, first served 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 to the 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.

*The District will provide busing in the case of numbers 5, 6, or 7.

On or before Sept 1, of each year, parents shall be inform of the District's Intra-District enrollment options for the forthcoming school year.

August 21, 2009