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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Does the student have a record of conviction of crimes, violent or disruptive behavior or gang membership?                                                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has this student been expelled or suspended for more than 10 consecutive days?                                                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has the student repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has the student and/or parent had any formal meetings with school officials regarding school attendance issues in the past two years?                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is this student under a court order to attend school or is a truancy petition in the process of being filed?                                                                                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## Section II: Notices and Acknowledgements

### Notices:

- The transfer request is not complete until the resident school district has submitted the request to the nonresident school district, and it has been accepted. The student remains the responsibility of the resident school district until the effective start date at the nonresident school.
- The parent/guardian will be notified by email (or postal mail if an email is not provided) of acceptance and the effective start date or rejection.
- If the request is rejected, the notification will include the reason for the denial and steps to appeal the decision.
- Under the Choice Law, the nonresident school district becomes responsible for all matters related to the education of the student (basic education, special education, home/hospital services, truancy, CEDARS reporting, administration of state educational assessments, etc.) for the duration of the approved transfer period. Legal Reference: RCW 28A.225.220 through 230.

### Acknowledgements:

- I certify that the information provided is accurate and complete.
- I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the nonresident school district's policy, and rescindment (revoking) of this transfer may occur in accordance with the conditions listed in the nonresident school district's policy.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand that requests are approved for one school year only, and it is my responsibility to complete a new form at the beginning of each school year.
- I understand that should my student move and no longer be a resident of the district, the transfer expires and I must submit a new request to the new resident school district.
- In addition to the foregoing, any out-of-district transfer must be in compliance with all other district policies including those relating to student attendance, academic standards and class size. Failure to accurately disclose all requested information could cause denial of request.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the students when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*(student may sign if 18 years or older at the time of this request)*

Parent Name (Printed): \_\_\_\_\_ Parent Email: \_\_\_\_\_@\_\_\_\_\_

**Please return signed and completed forms to:**

Pullman Public Schools, 240 SE Dexter Street, Pullman, WA 99163  
 Fax: 509-336-7202  
 Email: [enrollment@psd267.org](mailto:enrollment@psd267.org)

**Section III: Choice Student Contract**

*(Please note the completion of this section is required starting with the 2025-2026 school year)*

I understand my choice status is ONLY for the current school year that I am applying for. My acceptance will end on the last day of the current school year, and **I must renew my application each school year.**

I understand that I am responsible for my attendance, behavior, and academic progress in school. I will work with the staff to ensure that I am working to the best of my ability and challenging myself academically and as a person. I will accept the consequences of my mistakes and learn from them.

I will be a positive addition to the district and use my time here to help prepare myself for college and career readiness after graduation.

My presence and the relationships I build will positively contribute to the overall school culture.

I understand that I am a choice student in the district and that my acceptance as a choice student may be revoked based on one of the following circumstances:

- My continued acceptance would result in the district experiencing significant financial hardship.
- My continued acceptance would cause my grade level or class to exceed capacity.
- The appropriate education programs or services are no longer available.
- I engage in violent or disruptive behavior that violates district policy and procedure.
- I am expelled or suspended for more than ten consecutive days.
- My acceptance would conflict with an innovation academy cooperative under RCW 28A.340.080.
- I repeatedly fail to comply with requirements for participation in an online school program, such as failing to participate in weekly direct contact with the teacher or monthly progress evaluation.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

**Section IV: Certification of Admission by Nonresident District**

Space is available in the grade level or classes at the building in which the student desires to be enrolled;

Appropriate educational programs or services are available to improve the student’s condition as stated in requesting release from his/her district of residence; and the student’s attendance in the district is not likely to create a risk to the health or safety of other students or staff.

This approval is for the \_\_\_\_\_ - \_\_\_\_\_ school year only. Applications for nonresident admissions will need to be approved on a yearly basis.

Approved by Principal \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature of nonresident principal (as needed)*

Approved by Superintendent \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature of nonresident superintendent*

Your request for admission has been denied for the following reason(s): \_\_\_\_\_

Denied by Principal \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature of nonresident principal (as needed)*

Denied by Superintendent \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature of nonresident superintendent*

**Section V: Action of Resident School District**

Request for release meets district criteria. It shall be the responsibility of the parent to provide transportation to and from school.

This release is for the \_\_\_\_\_ - \_\_\_\_\_ school year only. Applications for nonresident admissions will need to be approved on a yearly basis.

Approved by Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature of resident superintendent*

Your request for admission has been denied for the following reason(s): \_\_\_\_\_

Denied by Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature of resident superintendent*

In the event that either the application for admission to the nonresident district or the request for release from your district is denied, you may request the board of directors of the respective districts to review that decision. You must give at least five school business days noticed prior to the next regular meeting in order to have a hearing before the board.

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***For Internal Use:***

Released by Resident District in EDS?  Yes  No

Enrollment Start Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Enrollment End Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

SSID: \_\_\_\_\_

Updated: June 12, 2024

Update: January 22, 2025