



5802 20th St. E.
 Fife, WA 98424
 253.517.1000/
 fifeschools.com

NONRESIDENT STUDENT TRANSFER REQUEST

A "Choice Transfer Request" form from resident district MUST accompany this request.

Transfer Request for the School Year 20__ to 20__ New Request Renewal

Resident School District _____ Requested Fife School: _____

Does the student receive **Special Education Services/IEP or is on a 504 Plan?** Yes No

EDUCATIONAL HISTORY: (List schools attended during the last two years.)

DATES	SCHOOL/LOCATION	GRADE LEVEL	SPECIAL PROGRAMS
____ TO ____	_____	_____	_____
____ TO ____	_____	_____	_____

Student Information (Please Print)

Student: _____ Birth Date _____ Grade Level to be Enrolled: _____
First Middle Last

Parent/Guardian _____ Home Phone _____ Alt. Phone _____

Residence Address: _____ City _____ WA Zip Code _____

Reason for Request: (attach additional sheet if necessary)

Behavior (attach sheet with explanation for any yes answers)

- Does the student have a history of disciplinary suspensions or expulsions from school? Yes No
- Has the student been expelled or suspended for more than 10 consecutive days? Yes No
- Is your child currently under expulsion or suspension? Yes No
- Has the student and parent had a formal meeting with school officials regarding school attendance in the past two years? Yes No
- Is the student under court order to attend school or is a truancy petition in process? Yes No

For new students to the district, the following items from their last school attended must be included with this form:

- 1- ATTENDANCE PROFILE
- 2- DISCIPLINE FILE
- 3- TRANSCRIPT (or most current report card)
- 4- HEALTH INFORMATION FORM (Health Care Plan) *if applicable*

(Students should not withdraw from their resident district until approved for enrollment)

Nonresident admission is for all or part of the current year in which this application is accepted. Applicants for nonresident admission must reapply and complete a new application each school year. If a non-resident student is accepted, the parent/guardian is responsible for providing transportation for the student.

I acknowledge that I have read the Notices and Acknowledgements on the back of this form.

Parent/Guardian Signature _____ Date _____

FOR ADMINISTRATIVE USE ONLY:

Approve Deny

Reason for Denial

- Space is unavailable in the grade level requested.
- Space is unavailable in the Program requested.
- Subject to meeting academic, attendance, or behavioral expectations.

Nancy Fitta, Director of Special Programs _____ Date _____

Ben Ramirez, Assistant Superintendent _____ Date _____

Nonresident District Students

Any student who resides outside the district may apply to attend a school in the district. A parent or guardian shall apply for admission on behalf of his or her child by completing an Application for Nonresident Student Transfer Request. The request must also be accompanied by the Choice Transfer from the home school district. All applications for "continuing transfers" will be reviewed on a case-by-case considering principal recommendation and school records. "Initial transfers" or new applicants may submit applications after January 15th of each year. Initial transfers will be considered on a first-come, first serve basis considering continuing renewals before new applicants. Applications for nonresident transfer for grades 1-12 of the following year will not be reviewed until April 15th.

****Note: Decisions for nonresident Kindergarten Placement for the following year will not be reviewed until June 30th. Applications will be accepted after January 15th. Kindergarten nonresident applications will be considered on a first-come, first-serve basis pending space availability.**

Non-resident assignments are for one academic year only. You must submit a new application each academic year to request continued enrollment in Fife Public Schools. To be considered, both the Choice Transfer from the home school district and the Fife Public Schools **Nonresident Student Transfer Request** must be completed. This completed application does not imply approval into the school district.

The principal or the Office of Enrollment may request the student's records to confirm the information presented in the application prior to making a decision. The decision to accept or reject is based on the criteria as outlined in Policy 3141 and Procedures 3141P.

If a nonresident student is accepted, **the parent/guardian is responsible for providing transportation for the student.** Decisions for the current year will reviewed in a timely manner after the application is complete.

Nonresident high school student athletes must meet the eligibility of the Washington Interscholastic Activities Association (WIAA) to participate in varsity sports.

The parent/guardian will be notified by email (or postal mail if an email address 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. If a district does not respond to a request within 45 days of the request, the request is treated as a denial and the parent/guardian can appeal.

If the application is denied, the parent or guardian may request a meeting with the assistant superintendent to present information pertinent to the application. A final decision will be communicated to the parent in writing within 5 school days. The meeting can be arranged by calling (253) 517-1000.

The final decision of the district to deny the admission of a nonresident student may be appealed to the Superintendent of Public Instruction or his or her designee.

OSPI	Administrative Resources Services Old Capitol Building P.O. Box 472000 Olympia WA 98504	or	Calling 360-725-6136
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Appeals to OSPI can also be found online: www.k12.wa.us/ProfPractices/adminresources/appeals.aspx

Fife School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Ben Ramirez, Assistant Superintendent: bramirez@fifeschools.com. Section 504/ADA Coordinator, Nancy Fitta, Director of Special Programs: nfitta@fifeschools.com Fife Public Schools: 5802 20th St. E., Tacoma, WA 98424, [253.517.1000](tel:2535171000).