

**Pullman Public Schools**  
**Annual Request for Release and Application**  
**for Nonresident Admission (Form 3141F)**

*All requests for out-of-district transfers must be coordinated with both the resident district and the nonresident district in which the student seeks admission. All nonresident admission requests need to be first approved by the resident superintendent.*

**New Request**                       **Renewal**

**Pullman Public School Procedures:** In accordance with Policy 3141, the superintendent, prior to the start of the school year, shall provide all applicants with written notification of the approval or denial of the application for non-resident admission.

**Non-resident admission applications received after June 30<sup>th</sup> will not be considered until after the first day of school.**  
**For 2018-2019: NEW Out of district transfers received for 2018-2019 will not be reviewed until late August.**

**Section I: Student Information** (To be completed by applicant)

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone:      Home: (    ) \_\_\_\_\_ Work: (    ) \_\_\_\_\_

Period of time for which transfer is requested: \_\_\_\_\_

District/School to which student is requesting transfer: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_  
(Placement in a specific school will be based on capacity)

Is there another child in the family for whom transfer is being requested?                      [   ]  Yes                      [   ]  No  
*If yes, please fill out a request for release form for each child.*

Has your student ever been enrolled in a special program?                      [   ]  Yes                      [   ]  No  
If yes, please specify:

- Title I                       LAP  
 ELL                       Special Education

\_\_\_\_\_  
*Signature of Non-Resident Assistant Superintendent*

**Behavior:** (attach sheet with explanation for any 'yes' answers)

Does the student have a record of conviction of crimes, violent or disruptive behavior or gang membership?                      Yes     No

Has this student ever been expelled or suspended for more than 10 consecutive days?                      Yes     No

Has the student repeatedly failed to comply with requirements for participation, such as participating in weekly direct contact with the teacher or monthly progress evaluations, in an online school program?                      Yes     No

Has the student and/or parent had any formal meetings with school officials in the past two years regarding school attendance issues?                      Yes     No

Is this student under a court order to attend school or is a truancy petition in the process of being filed?                      Yes     No

In the space below, identify with an [ x ] the basis for the request and the specific reason for this transfer request. If needed, please provide as much information as possible, attach supporting documentation as needed. **\*You must select at least one choice.**

- The student's financial, educational, safety or health conditions would likely be improved .
- Attendance in the nonresident district is more accessible to the parent's/guardian's place of work or to the location of child care.

- There is a special hardship or detrimental condition.
- The purpose of the transfer is for enrollment in an online course or school program by another Washington State Public School District.
- Parent/Guardian is an employee of the requested school district.

**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.

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.

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.

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

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: bbencomo@psd267.org

**Section III: 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 IV: 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.

Approve by Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of resident superintendent*

- Your request for release 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 notice prior to the next regular meeting in order to have a hearing before the board.

For Internal Use:  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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