

Pullman Public Schools
Request for In-District Student Transfer (Form 3131F)

Pullman Public School Procedures: In accordance with Policy 3131, 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 in-district student transfer.

Section I: Student Information (please complete a separate form for each student requesting transfer)

Date: _____ Student Name: _____ Grade: _____ Age: _____ Birth Date: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone: #1: () _____ #2: () _____

School Year for which transfer is requested: _____

Assigned School (based on District Attendance Areas): _____

School to which student is requesting transfer: _____

- Has the student previously attended the school to which the student is requesting a transfer? [] Yes [] No
- Is there another child in the family for whom transfer is being requested? [] Yes [] No
If yes, please fill out this form (Form 3131F) for each child. Please note that while we strive to keep all siblings in the same schools, we cannot guarantee space for all students in a family in the case of a requested in-district transfer.
- Has your student ever been enrolled in a special program? [] Yes [] No
 If yes, please specify:
 Title I LAP
 ELL Special Education

*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.***

Reason for Request	
<input type="checkbox"/> Student's residence has changed	<input type="checkbox"/> Attendance at the school requested is more accessible to the parent/guardian's place of work or childcare location
<input type="checkbox"/> Student's financial condition would likely be improved	<input type="checkbox"/> There is a special hardship or detrimental condition
<input type="checkbox"/> Student's educational condition would likely be improved	<input type="checkbox"/> Parent/guardian is an employee of the requested school
<input type="checkbox"/> Student's safety concerns would likely be improved	<input type="checkbox"/> Student previously attended the school requested
<input type="checkbox"/> Student's health condition would likely be improved	

Section II: Notices and Acknowledgements

Notices:

- The transfer request is not complete until the requested school and the superintendent have approved the request for transfer. The student remains the responsibility of the assigned school, based on school attendance areas, until the effective start date at the requested 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.

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 policy 3131 Attendance Area Transfers, and rescindment (revoking) of this transfer may occur in accordance with the conditions listed in policy 3130P District Attendance Areas.
- I understand that my student must continue to attend the assigned school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.

- I understand that if approved, it shall be the responsibility of the parent to provide transportation to and from school.

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 in-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** Date _____

**By electronically signing this document you agree your electronic signature is the legal equivalent of your manual signature on this form.*

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

Section III: Certification of Admission

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 transfer from his or her assigned building; and the student’s attendance at the school is not likely to create a risk to the health or safety of other students or staff.

Approved by Principal _____ Date: _____
Signature of requested school’s principal

Approved by Superintendent: _____ Date: _____
Signature of superintendent

Your request for in-district transfer has been denied for the following reason(s): _____

Denied by Principal _____ Date: _____
Signature of requested school’s principal

Denied by Superintendent: _____ Date: _____
Signature of superintendent