

Application for Non-Resident Admission

(Separate forms must be completed for each student requesting admission.)

Policy of the Clover Park School District established the following criteria as the basis for approving or denying transfers for non-resident students (policy 3131):

1. Space available in grade level or classes;
2. Appropriate educational programs or services available;
3. Health/safety risk to other students or staff;
4. Financial hardship to district;
5. Educational records indicate a history of violent or disruptive behavior or gang membership; and
6. Suspended or expelled more than 10 consecutive days from a public school.

Section I: Please Print Requested Information (See instructions and important notes on reverse side)

1. Student name _____ Birthdate _____
 Last First M.I.
 Parent or adult student name _____ Phone _____
 Home Work
2. Street address _____ City _____ Zip _____
3. Resident school district _____
4. Name of school in Clover Park you want student to attend _____ For grade _____
5. School year transfer is requested for _____
6. Briefly state the reasons for the transfer request _____

7. Is this student currently enrolled in a special program? Yes No
 (If yes, and new to the district, attach supporting materials as appropriate)
8. **If yes, please check which program:**
 ECEAP/Head Start Special Education 504 Highly Capable
9. Does your student have a history of violent or disruptive behavior or gang membership? Yes No
10. Has your student been suspended or expelled for a total of 10 days or more from a public school within the past school year? Yes No
 I understand that I am responsible for providing transportation for my student at no cost to the Clover Park School District. I also understand that if my child becomes a discipline problem, the principal may revoke this transfer. **Transfer request is for one school year only.** I hereby authorize the resident school district to release all educational records relating to the above-named student to the Clover Park School District.
11. Signature of Parent/Guardian _____ Date _____

Section II – School District Use Only

12. Recommendation of special program administrator: APPROVED DENIED Policy criteria # _____
 Signature _____ Date _____
13. Recommendation of receiving school principal: APPROVED DENIED Policy criteria # _____
 Signature _____ Date _____
14. Decision of Student Services Administrator: APPROVED DENIED
 COMMENT _____
 Signature _____ Date _____

If your transfer request has been denied, please see the back of this form for your appeal rights.

This form is used to Transfer a Student into the Clover Park School District

Transfer requests will be considered according to the following criteria:

1. Space available in grade level or classes;
2. Appropriate educational programs or services available;
3. Health/safety risk to other students or staff;
4. Financial hardship to district;
5. Educational records indicate a history of violent or disruptive behavior or gang membership; and
6. Suspended or expelled more than 10 consecutive days from a public school.

Please follow these steps:

1. Obtain a release of attendance from your resident school district. We must have the release before we can process or approve your transfer into our district.
2. Complete Section I completely (items 1 through 11) including the parent signature and date.
3. Return this completed form and the release form from your resident district to the school you would like your child to attend.
4. If your child is enrolled in a special program, the forms will be forwarded to the special program administrator for a status update. Then the forms will be sent to the receiving school.
5. The principal will review your request, provide a recommendation to approve or deny the request and forward the forms to the Student Services office for processing.
6. Student Services will send you a copy of the completed form indicating the final action.

Note: If your request for transfer into the Clover Park School District is denied; you may appeal the decision. Please call 253-583-5154 and speak with the Student Services Director with your concerns or questions first. If your concerns are not resolved satisfactorily at the Student Services Office, you may appeal the denied transfer to the Superintendent of Public Instruction.

Please note: Athletic eligibility is governed by the rules of the Washington Interscholastic Athletic Association (WIAA).