

Date received at ESC: \_\_\_\_\_

Received By: \_\_\_\_\_

I am a resident of the Edmonds School District

I am a Non-resident, residing in the \_\_\_\_\_ School District

If you are a non-resident, please go to your home district and submit a Choice Transfer Request in addition to this form

• Important - Middle and High School students: Applications must be received at the Edmonds School District office by Friday, February 9, 2018. Applications received after this date will be on space availability at our middle and high schools that are open to school change.

• Complete this application and submit directly to the Edmonds School District, 20420 68th Ave. W, Lynnwood, 98036

• This process does not apply to Madrona K-8, Maplewood K-8, Edmonds-Heights K-12, eLearning Academy or Scriber Lake

To be completed by the parent/guardian or eligible student (18 years or older).

Name of Student Requesting School Change: \_\_\_\_\_

Grade Level in 2018-2019: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name(s) of sibling(s) currently at requested school: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Resident Address: \_\_\_\_\_ Email: \_\_\_\_\_

City-Zip Code: \_\_\_\_\_ Current School: \_\_\_\_\_

I am requesting school change to the following school: First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

**Please check the appropriate reasons or rationale for requesting a school change - Student is:**

- Child of parent who is a full time employee of the Edmonds School District
- Sibling of current school change student or student enrolled in Challenge, Consolidated Health Service, Intensive Support, Emotional/Behavioral Disability or Transition programs
- Current student who has moved during this year
- Currently enrolled in Special Education (IEP or 504 Plan)? Non-Resident students attach copy of IEP or 504
- Other \_\_\_\_\_

1. If my request for school change is approved, I understand that I must enroll my child at the approved school within 2 weeks of approval or my request for school change will be revoked. 2. **If approved for school change I understand that I would be responsible for transportation to and from school and will deliver and pick up my child on time.** 3. I acknowledge and give permission for the Edmonds School District to obtain information about my student regarding discipline, gang membership, suspension/expulsion, attendance, and/or special service programs from the last school attended. I acknowledge notification of the transfer of records/information as required by the Family Educational Rights and Privacy Act of 2000 (FERPA). Student information obtained will be treated in a confidential manner and will not be transmitted to a third party without my permission. 4. **If this school change request is denied, I understand I have ten (10) school days after receipt of denial to appeal the decision.** 5. I have read and understand the information found on the back of this form.

\_\_\_\_\_  
Signature of Parent/Guardian or Student if 18 or older

\_\_\_\_\_  
Date

**District Use**

Approved (School) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date Date Date

Denied : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date Date Date

For Office Use	
<input type="checkbox"/> Attendance	<input type="checkbox"/> Sibling
<input type="checkbox"/> Discipline	<input type="checkbox"/> IEP
<input type="checkbox"/> Grades/GPA	<input type="checkbox"/> 504
<input type="checkbox"/> Skyward	<input type="checkbox"/> Choice Xfer

# Elementary and Secondary School Change Information 2018-2019

Please follow the instructions below to apply for school change. **It is important that parents register their students** at their assigned school while waiting for an answer on school change enrollment.

**Secondary - Grades 7-12 - Schools OPEN to school change:** These schools will be OPEN to accept school change requests for September 2017 as space is available: College Place Middle, Lynnwood High, and Mountlake Terrace High.

**Secondary applications must be received at the Edmonds School District office by Monday, February 9, 2018.**

- Please make plans for your student to begin at his/her neighborhood school until seat capacity for school change students is determined.
- All applications received by the school change deadline that meet the eligibility requirements will be accepted up to the number of spaces available at requested school:
  - When space is available, siblings of students who are currently enrolled may be accepted for school change to the same school provided the eligibility criteria are met by the sibling
- In-district school change is only open to those students who are in good academic standing (No "F" grades and above a 2.0 GPA), have satisfactory attendance (no unexcused absences or excessive tardiness), and have no severe behavior violations (suspensions)
- All secondary level applications received after the deadline will be considered in order received and space availability
- Out of district families may apply to attend any OPEN school. All students who apply to the District will be considered based upon the same criteria
- Students who move during the school year are required to complete a school change application and must meet all eligibility requirements

**Secondary - Grades 7-12 - Schools CLOSED to school change:**

These schools are CLOSED to school change students for 2018-19 school year: Alderwood Middle, Brier Terrace Middle, Meadowdale Middle, Edmonds-Woodway High, and Meadowdale High.

**Elementary - Kindergarten through Grade 6:**

Except for children of eligible full time employees of the Edmonds School District, elementary schools in the District are **closed to school change enrollment for the 2018-19 school year** due to building, program, grade level, and classroom capacity. However; school change requests will be considered with no guarantee of approval for the following reasons. All other requests will be denied:

- Siblings of:
  - Previously approved school change students
  - Students who are/will be enrolled in the Challenge or Consolidated Health Programs or a special education, self-contained classroom within the District
  - Students who were grandfathered into a school as a result of a district-mandated boundary change
- Students who are completing their 5th grade year in June 2018, and wish to stay for 6th grade at their current school (must apply by June 1, 2018 - applications received after that date will be considered as space is available)
- Students in grades K-4 who have moved during the 2017-2018 school year:
  - Requests will be on hold until June 1 pending District review of student projections, staffing allocations, etc.
  - Families of these students must register their child(ren) at the new school as there is no guarantee of continued enrollment once a family moves. Registration for the 2018-19 school year begins on February 28, 2018, and parents are encouraged to enroll at the new school as soon as possible after the move occurs.
  - Students who move between the last day of school and August 15, 2018 need to submit a school change application to see if there is space for the student to remain at their current school through 6th grade. There is no guarantee of placement.

Submit this school change application to the Edmonds School District:

- Mail or delivery to the Edmonds School District at 20420 68th Ave W, Lynnwood, WA 98036
- FAX to 425-431-7182
- Email to [roehls@edmonds.wednet.edu](mailto:roehls@edmonds.wednet.edu) (elementary) or [andersonl@edmonds.wednet.edu](mailto:andersonl@edmonds.wednet.edu) (secondary)

**If you have additional questions about the school change process, please contact Leslie Anderson (secondary) at 425-431-7094 or Shelley Roehl (elementary) 425-431-7176.**