



**NORTH MASON SCHOOL DISTRICT**

71 E. Campus Dr.  
Belfair, Washington 98528  
(360) 277-2300

**IN-DISTRICT STUDENT TRANSFER AGREEMENT**

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Work Phone \_\_\_\_\_

Request is hereby made to transfer my child from \_\_\_\_\_ to  
(Resident School)

\_\_\_\_\_ (Receiving School)

My child qualifies for the following special education or additional services program(s):

\_\_\_\_\_

Request is for attendance in grade \_\_\_\_\_ during the \_\_\_\_\_ school year and is based on the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that approval of this transfer is based on the following:

- 1. Space availability at the school, grade level, and/or program requested. The District reserves the right to rescind the transfer in the event of increases in enrollment.
- 2. Transfer is for the current specified school year only.
- 3. Transportation to and from school or the closest bus stop becomes the responsibility of the parent or guardian.
- 4. See Policy #3130.

Name of Parent/Guardian (please print)	Signature of Parent/Guardian	Date
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**ACTION TAKEN BY NORTH MASON SCHOOL DISTRICT:**

Principal (Resident School)	Date	Approved _____	Disapproved _____
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Principal (Receiving School)	Date	Approved _____	Disapproved _____
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Superintendent/Designee	Date	Approved _____	Disapproved _____
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Copies to:  Resident School     Receiving School    Original at:  Superintendent's Office

## STUDENTS

Attendance Area Transfers

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides.

A parent or guardian may request that his or her child be allowed to attend another school in the district. Requests must be submitted, in writing, to the principal of the building at which the student is currently assigned.

Transfers may be granted if:

- A. A financial, education, safety, or health condition affecting the student would be reasonably improved as a result of the transfer.
- B. Attendance at another school in the district is more accessible to the parent's place of work or to the location of child care; or
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer. Special hardship or detrimental condition includes, but is not limited to, the following:

A student who moves to a new attendance area in the district during the school year may elect to transfer at the time of the move or at the end of the semester or grading period. For a high school sophomore or junior, transfers may only be approved to coincide with the beginning of a new grading period. A senior may elect to finish the school year without transferring to a new school, but must declare his or her preference prior to the beginning of the last semester.

The principal of the currently-assigned school shall consult with the principal of the school to which the student desires to transfer to determine:

- 1. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
- 2. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting the transfer; and
- 3. Whether the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.