

LYNDEN SCHOOL DISTRICT 504

1203 Bradley Road
Lynden, WA 98264

INTRADISTRICT TRANSFER REQUEST

Between Schools Within the Lynden School District

FOR THE SCHOOL YEAR: _____

STUDENT NAME: _____

DOB: _____

GRADE LEVEL FOR YEAR OF TRANSFER: _____

CURRENT SCHOOL: _____

PARENT/GUARDIAN NAME: _____

HOME ADDRESS: _____

ZIP: _____

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____

EMAIL: _____

ATTENDANCE AREA SCHOOL FOR YOUR HOME ADDRESS: _____

SCHOOL YOU ARE REQUESTING A TRANSFER TO: _____

In the space below identify the basis for the request and the specific reason for this transfer request. Please provide as much information as possible; attach supporting documentation as needed.

- A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer.
- Attendance at the school requested is more accessible to the parent’s place of work or to the location of child care.
Address: _____
- Some other special circumstances affecting the students or student’s immediate family which could be alleviated as a result of a transfer. Please explain: _____

Parent/Guardian is a Lynden School District Employee
 Parent Name: _____ Work assignment: _____

- PARENT(S)/GUARDIAN(S)/STUDENT ARE RESPONSIBLE FOR TRANSPORTATION BETWEEN THE STUDENT’S HOME AND THE REQUESTED SCHOOL.
- LACK OF ACADEMIC EFFORT, POOR ATTENDANCE, TARDINESS, OR DISCIPLINE PROBLEMS SHALL PROVIDE JUST CAUSE FOR THE DISTRICT TO RETURN A STUDENT TO HIS/HER ATTENDANCE AREA SCHOOL.
- IF A TRANSFER REQUEST IS DENIED, THE PARENT/GUARDIAN MAY APPEAL TO THE SUPERINTENDENT OR DESIGNEE IN WRITING WITHIN TEN SCHOOL DAYS OF DENIAL NOTIFICATION FOR A REVIEW OF THE DECISION BY THE BUILDING PRINCIPAL.

Signature below indicates that the parent(s)/guardian(s) have read Policy and Procedure 3130/3130P and agree to assume the responsibilities associated with an attendance area transfer as listed above.

Signature of Parent or Legal Guardian

Date

PLEASE SUBMIT TO THE REQUESTED SCHOOL

<div style="border: 1px solid black; padding: 2px; font-size: 8px;">DISTRICT USE ONLY</div>	<input type="checkbox"/> Space is available in the grade level or classes at the requested building. <input type="checkbox"/> Space is NOT available in the grade level or classes at the requested building. <input type="checkbox"/> Request is NOT granted due to discipline and/or attendance issues.
_____ Requesting School Principal Signature	_____ Date:
_____ Superintendent Signature	_____ Date: