

**REQUEST FOR TRANSFER WITHIN FIFE SCHOOL DISTRICT**  
**Fife School District Resident Students – Elementary Grades**

Fife School District Board Policy 3131 (Student Transfers) and related regulations (School Choice: Transfer Within Fife School District) allow a parent/guardian to request a transfer from a resident school to another district school through an annual application.

Please complete this application and return to the office of the Assistant Superintendent for Elementary Programs, 5802 20<sup>th</sup> Street E, Tacoma, WA 98424. Applications submitted for the 2019-2020 school year are due no later than **July 1, 2019**. Assignments will be made at the discretion of the Fife School District. Parents/guardians will be notified of acceptance or denial no later than **August 1, 2019**. If this request is denied, you may appeal in writing to the Superintendent of Fife Public Schools, 5802 20<sup>th</sup> Street E, Tacoma, WA 98424. The written appeal is to be submitted within five (5) calendar days.

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**2019 – 2020 School Year**

Initial Request      Renewal (circle one)

Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Resident School: \_\_\_\_\_ Requested School: \_\_\_\_\_

Grade Level to be enrolled in \_\_\_\_\_

School(s) attended in last three school years:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DOES STUDENT CURRENTLY QUALIFY FOR SPECIAL PROGRAMS? (Circle One)    Yes    No**

Approval of this request will be determined by the Assistant Superintendent. Approval will be contingent on the following conditions:

- Parent/guardian assumes full responsibility for adequate and timely transportation.
- Adequate space and facilities are available to meet the student's instructional needs.
- Appropriate educational programs or services are available to serve the student.
- The transfer is not likely to create a risk to the health or safety or other students or staff.
- Student has demonstrated regular attendance, positive academic effort, and good behavior.
- "Choice" students will have lower priority if transfer of students to other schools is required due to overcrowding.

*(If any of these conditions are not met on a continuing basis, the transfer may be rescinded.)*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY**

Application received on \_\_\_\_\_ Initialed by: \_\_\_\_\_

Conditional Approved (Approval is for the 2019-2020 school year.)  
*(If any of these conditions are not met on a continuing basis, the transfer may be rescinded.)*

Denied      Reason for Denial:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Ben Ramirez  
Assistant Superintendent