



**WASHINGTON
UNIFIED
SCHOOL
DISTRICT**
WEST SACRAMENTO

TK - 8th grade INTRA-DISTRICT TRANSFER REQUEST For School Year 20_____

Please complete a separate application for each student

Priority will be given to families that have children attending different schools. Approval of request will be based on space availability at the preferred school. If space is not available, your child will be placed on a waiting list.

Notice to Parent/Guardian: Conditions of Transfer with WUSD

1. Complete the top portion of form, and attach **current transcript/grades, attendance and discipline information.**
2. Open enrollment transfers may be approved providing space is available.
3. Once enrolled, a student shall not have to reapply for admission.
4. Transportation to and from school is the parent's responsibility.
5. Once approved, the open enrollment transfer agreement may be revoked if a student fails to obey all school rules, does not maintain passing grades, good attendance, or good behavior.

Student for Whom Request is Made

Student Full Name:		School Year:
Date of Birth:	Grade:	
Current School Attending:	School of Choice:	
Is student on an IEP? <input type="checkbox"/> Yes <input type="checkbox"/> No		
In the process of being assessed for an IEP? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Parent Information

Parent/Guardian Name:	
Home Address:	
Primary Phone:	Email Address:

Siblings Enrolled at Preferred School: Are there brothers or sisters currently enrolled at the request school? Yes / No

Full Name: _____	Grade: _____
Full Name: _____	Grade: _____
Full Name: _____	Grade: _____

Reason for Request: WUSD Employee Child Care/Transportation Other (PLEASE EXPLAIN REASON)

Signature of Parent/Guardian: _____	Date: _____
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Disposition of Request (for office use only)

Date Received:	Student ID: _____	<input type="checkbox"/> Aeries <input type="checkbox"/> Email <input type="checkbox"/> Spreadsheet
<input type="checkbox"/> Approved Date: _____	Parent Notification Date: _____ Start Date: _____	
<input type="checkbox"/> Waiting List	Administrative Secretary: Isabel Mejia	
<input type="checkbox"/> Denied	Director of Student and Family Services: Andre Phillips, Ed.D	