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https://eds.ospi.k12.wa.us/ChoiceTransferRequest

Please use the link we sent you:
<https://eds.ospi.k12.wa.us/ChoiceTransferRequest>



Washington Office of Superintendent of
PUBLIC INSTRUCTION

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School District Directory

Choice Transfer Request

Welcome to the Washington State Choice Transfer Request Portal!

The Choice Transfer Request Portal (CTRP) is used by many school districts in Washington State to process Choice Transfer requests. A Choice Transfer request is made when a student wants to attend a school outside of the school district where the student lives. For a Choice Transfer, the resident district must first release the student to start the transfer process. When you have completed your transfer application, your request will be sent to the resident school district.

Definitions:

Resident School District – The school district in which the student lives.
Nonresident School District – Any school district outside of the student’s resident district.

Before you begin:

- Contact the nonresident school district to find out if they are accepting applications for the school and grade level you are

At the bottom of page click continue



Choice Transfer Request

To use the Choice Transfer Request Portal you must first verify your email address.

To verify, please enter your email address below and click on the box, **Request Verification Code**.

Request Verification Code

Once you request verification, check your email. It may take a few minutes but you will receive one from noreply@k12.wa.us, Choice Transfer Verification Code

Once you receive the verification code from your email, enter the code in the box below and click on **Continue**.

Place 4 digit code here...

Continue

—Hit Continue!



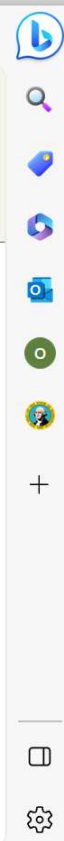
Choice Transfer Request

This is a sample!

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Choice Transfer Request

Email address

Transfer Request Information:

School Year: 2023-2024 School Year **Please select 23-24 school year**

Start Date **Start date will auto-populate**

End Date **Select June 5, 2024 for end date**

Resident School District ([Don't see the School District?](#))

- Search
- Home
- Profile
- Settings



Resident School District ([Don't see the School District?](#))

Please Select



Resident school district is where you CURRENTLY LIVE

Nonresident School District ([Online School?](#))

Please Select



Nonresident school district is Starbuck school district, then please select Virtual Prep Academy of WA as the requested school

Current or last school district attended ([Don't see the school?](#))

Please Select



Enter where your student attended school last year

Reason for Transfer ([More than one reason?](#))

Please Select



Choose the reason you want to attend Virtual Prep Academy

Student Information:





Student Information: **This is all about your student**

First Name

Middle Name

(optional)

Last Name

Date of Birth

Grade Level

(of transfer year)

Phone1

(Parent/Guardian contact if student younger than 18)

Phone2

(optional)

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- Logout icon
- Refresh icon
- Close icon



Address Information: **Where does your family/student live?**

Residence Address:

Address1
Address2
City
State - WA
Zip Code

(Example: 55555 or 55555-5555)

Use the residence address as the mailing address

Mailing Address:

Address1
Address2
City
State - WA
Zip Code

Behavior: (Please explain any "yes" answer in the Comment box.)

Behavior: *(Please explain any "yes" answer in the Comment box.)* **Answer accordingly!**

- 1. Does the student have a record of conviction of crimes, violent or disruptive behavior or gang membership? yes no
Comment

- 2. Has this student been expelled or suspended for more than 10 consecutive days yes no
Comment

- 3. Has the student repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations? yes no
Comment

- 4. Has the student and/or parent had any formal meetings with school officials regarding school attendance issues in the past two years? yes no
Comment

- 5. Is this student under a court order to attend school or is a truancy petition in the process of being filed? yes no
Comment

Vertical sidebar with navigation icons: magnifying glass, blue square, purple cube, blue square with white circle, green circle, person icon, plus sign, document icon, gear icon.

- The transfer request is not complete until the resident school district has submitted the request to the nonresident school district, and it has been accepted. The student remains the responsibility of the resident school district until the effective start date at the nonresident school.
- The parent/guardian will be notified by email (or postal mail if an email is not provided) of acceptance and the effective start date or rejection.
- If the request is rejected, the notification will include the reason for the denial and steps to appeal the decision.
- If a district does not respond to a request within 45 days of the request, the request is treated as a denial and the parent/guardian can appeal.
- Under the Choice law, the nonresident school district becomes responsible for all matters related to the education of the student (basic education, special education, home/hospital services, truancy, CEDARS reporting, administration of state educational assessments, etc.). Legal Reference: RCW 28A.225.220 through 230.

Make sure to click the boxes and accept, then type your signature and submit!

Acknowledgement and Signature:

Prior to submitting this Choice transfer request, I confirm that I have read and understand the Choice Transfer Notices and [Acknowledgements](#), and that the information I have entered is accurate and truthful.

By selecting the "I Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this Agreement.

I Accept

Parent/Guardian/Student (if 18 or older)

Submit Request

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