

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



## 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**.

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

**Hit Continue!**

Use your personal email here. Make sure there are no extra spaces when entering email

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

Place 4 digit code





### Choice Transfer Request

This is a  
sample!

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### Choice Transfer Request

Email address

jboykin@vprepwa.org

Additional email address

(optional)

#### Transfer Request Information:

School Year:  2025-2026 School Year  2026-2027 School Year

Please select the 26-27 school year

Start Date

09/01/2026

End Date

08/31/2027

Start and end dates will auto-populate

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


Please Select

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

Please Select





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

Residence Address:

Address1
Address2
City
State - WA
Zip Code

(Example: 55555 or 55555-5555)

Mailing Address:

Address1
Address2
City
State - WA
Zip Code

Use the residence address as the mailing address

**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 circle, blue square with 'o', green circle, person icon, plus sign, square 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**