



Dr. Jennifer Kephart,  
Superintendent

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Mrs. Maranda Anderson, *Asst. Supt. Curriculum* ~ Mr. John McColloch, *Asst. Supt. Finance* ~ Dr. Rachael Franssen, *Asst. Supt. Personnel*

March 31, 2023

Dear Parent/Guardian:

The School District of Washington will attempt to accommodate parent requests to transfer students from one elementary school to another within the district. Our ability to grant inter-district transfers is greatly impacted by enrollment at each building within the District. The School District of Washington will follow the same process as we have followed in the past, and decisions will be based upon the Board of Education policy on student transfers (JCB/IHB). Transfer requests must be presented with an up to date proof of residency. Transfer decisions cannot be made until early August and we suggest indicating multiple locations in priority order if transferring out of your home school is important to you.

The Transfer Request form is now online. Please use this link: [bit.ly/sdowtransfer](https://bit.ly/sdowtransfer) or scan the QR located below. In August, the student transfer request team will organize the request by date and time received. Requests will be approved on a first-come, first-served basis. Transfer forms can also be found on the district's website.

Requests will be processed and transfers granted based upon current enrollment and class size guidelines. Please understand that all requests cannot be granted. Transfers will be approved until the class size is two students below the DESE recommended standard. (15 students in grades K-2, 18 students in grades 3-4, and 20 students in grades 5-6). Once enrollment of a particular class reaches two students below the desired level, no further transfers will be allowed unless it is conducive for the district to do so.

Approved transfers will be notified in early August after the Student Transfer Request Committee meets. Please keep in mind that all requests that have been granted have to adhere to the following guidelines.

1. Parents will provide transportation to and from school.
2. The request is granted for the current year only, 2023-2024. A request must be submitted each year for consideration.
3. Persistent tardiness and attendance issues may constitute denying this request.

If you have any questions about this process, please contact your school office.

Sincerely,

The Student Transfer Request Committee

