

CHOICE TRANSFER REQUEST PORTAL

The link to the Choice Transfer Request Portal (CTRP) is <https://eds.ospi.k12.wa.us/ChoiceTransferRequest>

1. Welcome Page – The Welcome page includes general information, guidance, and definitions about Choice Transfers. The School District Directory includes the names of all school districts, including those that have opted out. It does not mean that families in opted-out districts will be able to access the CTRP system to submit a transfer request.



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 requesting. Ask if there are other forms or required steps to complete your Choice Transfer request outside of this request portal.
- You need to have an active email address to use this system. The first step of a Choice Transfer request is to verify your email address. A validation request will be sent to your email address. You will not be able to continue without the email validation step.

If you do not have an email address, exit this portal and contact the nonresident school district you want to attend to request their Choice Transfer form. School district phone numbers may be found at [School District Directory](#). Many districts also have their Choice Transfer forms on their school district websites. A Choice Transfer may also be called a nonresident transfer, waiver, variance, interdistrict transfer, or out-of-district transfer.

[continue](#)

2. Email Verification Page – The email verification page requires the user to submit an email address. A verification code is sent to the email address entered and is used to allow the parent/guardian to access the student information form.



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**.

[Continue](#)



State of Washington

Office of Superintendent of Public Instruction

OSPI

Choice Transfer Request

Email sent successfully

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.

joy.waltonkawasaki@k12.wa.us Request Verification Code

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

2785 x

Continue

- 3. Student Form – The user enters the same information found on the standardized Choice Transfer Form, indicates acceptance of the Notices and Acknowledgements, and provides an electronic signature. Once all required fields are completed, the user can submit the request to the resident district. To add another student, the user will need to



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Exit | Help

School District Directory

Choice Transfer Request

Email address

joy.waltonkawasaki@k12.wa.us

Transfer Request Information:

School Year: Current (2018-2019) Next (2019-2020)

Start Date

End Date

Resident School District (Don't see the School District?)

please select

Nonresident School District (Online School?)

please select

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

please select

Reason for Transfer (More than one reason?)

please select

begin the process again from the beginning, including the email verification step.

Student Information:

First Name <input type="text" value="please enter preferred first"/>	Middle Name <input type="text" value="please enter preferred middle"/> <small>(optional)</small>	Last Name <input type="text" value="please enter preferred last"/>
Date of Birth <input type="text"/>	Grade Level <input type="text" value="please select"/> <small>(of transfer year)</small>	
Phone1 <input type="text"/> <small>(Parent/Guardian contact if student younger than 18)</small>	Phone2 <input type="text"/> <small>(optional)</small>	

Address Information:

Residence Address:	<input type="text" value="Address1"/> <input type="text" value="Address2"/> <input type="text" value="City"/> <input type="text" value="State - WA"/> <input type="text"/>	Mailing Address:	<input type="text" value="Address1"/> <input type="text" value="Address2"/> <input type="text" value="City"/> <input type="text" value="State - WA"/> <input type="text"/>
<small>(Example: 55555 or 55555-5555)</small>			

Use the residence address as the mailing address

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

1. Does the student have a record of conviction of crimes, violent or disruptive behavior or gang membership?	<input type="radio"/> yes <input checked="" type="radio"/> no	Comment <input type="text"/>
2. Has this student been expelled or suspended for more than 10 consecutive days	<input type="radio"/> yes <input checked="" type="radio"/> no	Comment <input type="text"/>
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?	<input type="radio"/> yes <input checked="" type="radio"/> no	Comment <input type="text"/>
4. Has the student and/or parent had any formal meetings with school officials regarding school attendance issues in the past two years? ?	<input type="radio"/> yes <input checked="" type="radio"/> no	Comment <input type="text"/>
5. Is this student under a court order to attend school or is a truancy petition in the process of being filed?	<input checked="" type="radio"/> yes <input type="radio"/> no	Comment <input type="text"/> Please enter Comment

Notices:

- 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.

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



Choice Transfer Request

Thank you!

You have successfully completed your Choice Transfer request. Your request has now been submitted to your resident district's Choice Transfer Coordinator.

After the school district has reviewed your request, you will receive an email, letter, or phone call informing you that either:

- Your request for the student release from the resident district has been approved and your request has been submitted to the nonresident district, or
- Your request for release was denied. If denied, the district will provide you with information about the reason for the denial and your right to appeal the denial decision.

If you have any questions, please contact your resident district's Choice Transfer Coordinator.

4. Email Confirmation – A confirmation email is sent to the user's email address and the resident district's Choice Transfer Coordinators.

Example email confirmation:

Thank you!

This email confirms that you have successfully submitted your Choice Transfer request to the Lake Chelan School District on 3/5/2019 at 02:37 PM for G. Washington.

Your request was for the student to attend grade 3 at Wing Luke Elementary School in the Seattle Public Schools.

If you have any questions or have made an error in your request, please contact your resident school district.

5. Student Transfer Request in the CTS – The student's request information has been completed through the CTRP and now resides in the CTS awaiting the resident district's review and action. The status of the request reads, "Parent Submission." The request is not visible to the nonresident district until submitted by the resident district.