



GUIDELINES FOR INTER-DISTRICT TRANSFER REQUESTS AND APPLICATION PROCESS

The parents or guardians of children between the ages of 5 and 18 years of age whose resident school district is the Lake Oswego School District must complete an ***Inter-District Transfer Request Form*** if they are requesting that a child enroll in a district other than the Lake Oswego School District. Both the Lake Oswego School District and requested Non-Resident District must approve the request. Transportation is the responsibility of the parent unless otherwise specified.

The completed application must be submitted by the parent/guardian to the Lake Oswego School District for review and approval by the Director of Elementary or Secondary Programs. Every effort will be made to provide written notification to the parent/guardian within approximately 10 days of the Lake Oswego School District's decision.

If the request is denied by the Lake Oswego School District: The parent/guardian shall receive a copy of the written denial, including reason(s) why the request was denied as recorded on the *Inter-District Transfer Request Form*.

If the request is approved by the Lake Oswego School District: Upon approval by the Lake Oswego School District, a contract will be written and signed by the Director of Elementary or Secondary Programs and then faxed, emailed or mailed along with the *Inter-District Transfer Request Form* for review and approval or denial by the Non-Resident School District's Superintendent or designee.

The Non-Resident District's superintendent or designee will record the reasons for approval or denial, sign the Form and return it to the Lake Oswego School District's Director of Elementary or Secondary Programs. A copy of the completed *Inter-District Transfer Request Form* with the Non-Resident District's decision will be mailed to the parent/guardian by the Lake Oswego School District.

NOTE: The Oregon School Activities Association (OSAA) states, "It is a fundamental rule of the Association that students must attend only the high school in the school district where their parents reside. Exceptions to this rule are to be strictly construed." (Rule 8.6.1) Parents may contact OSAA at (503) 682-6722 with specific questions regarding eligibility for OSAA high school athletics and activities.



Lake Oswego School District

2455 Country Club Rd
PO Box 70
Lake Oswego, OR 97034

503-534-2490 ♦ 503-534-2030 Fax

REQUEST FOR INTER-DISTRICT TRANSFER FROM LOSD
SCHOOL YEAR: _____

STUDENT INFORMATION

Student Name (Last, First, Middle)	Date of Birth	Current Grade	Current School
Non-resident School District in which Attendance Requested			Phone
Non-resident School in which Attendance Requested			
Is the student currently serving an expulsion? <input type="checkbox"/> Yes <input type="checkbox"/> No			

PARENT/GUARDIAN INFORMATION

Parent/Guardian #1 Name (Last/First)			
Address		(City)	(State) (Zip)
Home Phone	Work Phone	Cell Phone	Email
Parent/Guardian #2 Name (Last/First)			
Address		(City)	(State) (Zip)
Home Phone	Work Phone	Cell Phone	Email
Parent/Guardian Signature			Date

APPLICATION FORM SUBMISSION OPTIONS

Mail: to attention of Eden Armstrong at above address
Email: eden.armstrong@loswego.k12.or.us
Drop off: at [District Administration Building](#)

Lake Oswego School District Use Only	
Date Received:	Received by:
<input type="checkbox"/> Request <u>Approved</u> <input type="checkbox"/> Request <u>Denied</u>	
Comments:	
Administrator Signature:	Date:
Non-Resident School District Use Only	
Date Received:	Received by:
<input type="checkbox"/> Request <u>Approved</u> <input type="checkbox"/> Request <u>Denied</u>	
Comments:	
Administrator Signature:	Date: