



**ADMISSION REQUESTS  
GENERAL GUIDELINES AND APPLICATION PROCESS  
ELEMENTARY (GRADES K-5)**

The Lake Oswego School District has six elementary schools within its boundaries. Each school has an attendance area defined by the School Board. It is the practice of our school district to allow transfers among schools.

**The guidelines for allowing transfers between schools are:**

1. Space must be available in the school requested.
2. Transportation must be provided by the family to the school requested.
3. The approved request is valid only for the current school year. Requests for subsequent years must be submitted annually.
4. Enrollment for subsequent years is not guaranteed.

**District assumptions:**

1. As long as the space is available, families should have the option of selecting any of the district's elementary schools.
2. Although we often question the reasoning for the transfer request, we do not question the truthfulness of the parent's characterization of the situation.
3. Placement of students in specific special education programs are decisions made at IEP meetings.

The Lake Oswego School District admits students to all the rights, privileges, programs and activities generally accorded or made available to all students in the schools. It does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability in administration of its educational policies, admission policies, athletic programs, or in any other way. This extension of privileges does not apply to the District's fee waiver and reduction program.

Complete the attached form and submit it to the District Administration Building. After a review of your request and a discussion with principals, you will be contacted regarding the outcome of your request.

Thank you.

**PARENT CHECK OFF:**

- I have completed all sections and signed the attached form.
- If requesting a transfer for more than one child, I have completed a separate form for each child
- I have attached all necessary documentation to support my request for transfer.
- I have read and understand the District Guidelines and District Assumptions as it relates to transfers.



**ADMISSION REQUEST  
ELEMENTARY (GRADES K-5)  
SCHOOL YEAR \_\_\_\_\_**

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| <b>Return to:</b><br>Lake Oswego School District<br>P.O. Box 70<br>Lake Oswego, Oregon 97034<br>Attn: Eden Armstrong<br>armstroe@loswego.k12.or.us |
|--|

This is to request that the student named below be admitted or continue in attendance at the school shown below. (A separate form for each student must be completed.)

|                        |   |                                |
|------------------------|---|--------------------------------|
| _____                  | _____                                   | _____                          |
| Student Name           | Current grade level                     | Grade level for year requested |
| _____                  |   |                                |
| Current Street Address | New Street Address (if applicable)      |                                |
| _____                  |   |                                |
| City/State/Zip         | City/State/Zip                          |                                |
| _____                  |   |                                |
| Parent/Guardian        | Home Phone                              | Cell/Work Phone                |
| _____                  |   |                                |
| Resident School        | School in which attendance is requested |                                |
| _____                  |   |                                |

Does student have an IEP?  Yes  No (if yes, please attached copy of IEP and evaluation)

Is student currently identified as ELL (English Language Learner)  Yes  No

Is student currently identified as TAG (Talented and Gifted)?  Yes  No

**Reason for request:** (Please use back of form if additional space is needed.)

**I have read and understand the District Guidelines and District Assumptions as it relates to transfers.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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*Students whose parents do not reside within the Lake Oswego School District may be subject to a tuition fee if residence is not established and maintained according to district procedures.*

**FOR DISTRICT USE ONLY**

**Approved** (Approval for current school year only)     **Denied**    **Comments:**

District Official Signature \_\_\_\_\_ Date \_\_\_\_\_