



**In-District Transfer Request
School Year 2023-24
Elementary (Grades K-5)**

Geographical boundaries determine the attendance area for all Lake Oswego School District resident elementary schools. LOSD allows transfers among schools based on grade-level and school capacity.

District guidelines for allowing transfers between LOSD elementary schools:

1. Student must be enrolled in resident LOSD school before submitting a transfer request.
2. Space must be available in the grade-level and school requested.
3. Transportation must be provided by the family to the school requested.
4. The approved request is valid only for the current school year. Requests for subsequent years must be submitted annually, and approved based on space available.
5. 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.

LOSD 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, gender identity, 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 this form and submit it via email to foughts@loswego.k12.or.us. Requests are due by July 1, 2023 and transfer decisions for 2023-24 are communicated to parents by August 1, 2023.

Parent/guardian check list:

I have read and completed all sections and signed the form.

If requesting a transfer for more than one child, I have completed a separate form for each child.

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



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School Year 2023-24
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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	Contact Phone Number	Email	
Resident School (By Address)		School in which attendance is requested	

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Is the student currently serving an expulsion?	YES	NO
Does the student have an IEP?	YES	NO
Does the student have a 504 Accommodation?	YES	NO
Is student currently identified as ELL (English Language Learner)?	YES	NO
Is student currently identified as TAG (Talented and Gifted)?	YES	NO

Mail to: LOSD Attn: Transfer Request at PO Box 70, Lake Oswego, OR 97034
Email: foughts@loswego.k12.or.us
Drop-off: at District Administration Building 2455 Country Club Rd., Lake Oswego, OR 97034

Parent/Guardian Signature _____ Date _____

For District Use Only		
Comments:	Approved	Denied
Executive Director Signature:	Date:	