



## **Instate Tuition Request Form School Year 2024-2025**

The parent/guardian of eligible school-age children must complete an *Instate Tuition Request Form* if they are a non-resident requesting their child be admitted into the Lake Oswego School District on a tuition basis.

**Approval of admission does not imply that your student can participate in Oregon School Activities Association (OSAA) athletics or activities at the high school level. OSAA regulations apply and should be carefully considered. Parent/guardian is responsible for contacting OSAA.**

### **District guidelines for allowing tuition paying transfers to LOSD schools:**

1. Space must be available in the grade-level, program, and/or school requested.
2. Transportation is the responsibility of the parent/guardian.
3. The District reserves the right to revoke permission for enrollment if the student does not comply with LOSD attendance or behavior guidelines. We expect all students to have a 90% attendance rate throughout the school year, if the student falls below this expectation, this may result in the transfer being revoked.
4. First-time requests may be submitted throughout the year to LOSD. Fall admission requests may not be considered until final enrollments are completed. Transfers at the secondary level will occur only after a grading period such as the trimester or semester.
5. Applications for Instate Tuition must be submitted annually. If an application for renewal of Instate Tuition Request is not completed by the parent/guardian, attendance privileges in LOSD will be discontinued, and the student will be expected to attend school in their resident district.
6. The completed application must be submitted by the parent/guardian to LOSD for review and approval by the Executive Director of Elementary and Secondary Programs.
7. If the request is denied by LOSD: The parent/guardian shall receive a copy of the written denial, including reason(s) why the request was denied as recorded on the Instate Tuition Request Form.
8. If the request is approved by LOSD: The parent/guardian shall receive a copy of the approved Instate Tuition Request Form and a letter stipulating tuition fees and the enrollment agreement.
9. Non-resident students in grades 1-12 currently enrolled as tuition-paying students will be eligible for continued enrollment as tuition-paying students.

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.



**Instate Tuition Request Form  
School Year 2024-2025**

This is a ☒ New Request ☐ Renewal

**Student Information**

Student Name (Last, First, Middle)

Date of Birth

Current Grade

Request for Grade

LOSD School Requested

Is the student currently serving an expulsion?

YES

NO

**Parent/Guardian Information**

Parent/Guardian Name (Last/First)

Address

City

State

Zip

Home Phone

Cell Phone

Email

**Tuition & Payment Policy**

**Base Tuition for the 2024-25 school year is \$10,500** *The School Board sets tuition rates annually for the following school year. Upon acceptance, the undersigned agrees to pay annual tuition per year, per child, based upon the following payment plan:*

Option 1 – Single payment made before classes begin in August

Option 2 – Two payments with the first payment made before classes begin in August (or prior to enrollment if classes have already started) and the second payment prior to January 15, 2025.

**A \$35.00 service charge will be applied for any check returned due to insufficient funds.**

Parent/Guardian Signature

Date

**Application Form Submission Options**

Mail to: LOSD Attn: Tuition Request at PO Box 70, Lake Oswego, OR 97034

Email: [losdtransfer@loswego.k12.or.us](mailto:losdtransfer@loswego.k12.or.us)

Drop-off: at [District Administration Building](#) 2455 Country Club Rd., Lake Oswego, OR 97034

**For District Use Only**

Date Received:

Received by:

Comments:

**Approved**

**Denied**

Executive Director Signature:

Date: