

LAKWOOD SCHOOL DISTRICT #306
PROCEDURES FOR PUBLIC SCHOOL CHOICE TRANSFER STUDENTS

Any Title I school in Step 1 of "School Improvement", or higher, is required by the No Child Left Behind Act and the state to offer PUBLIC SCHOOL CHOICE to all students attending the Title I school. A school who is identified as being in "Improvement" is a result of not meeting Adequate Yearly Progress in one or more of the qualifying academic areas or "other" indicators such as participation rate, attendance or graduation rate.

1. The parents of student(s) attending a school in Step 1 status, or higher, make a decision to request Public School Choice and have their student(s) to attend a school in the district that has met Adequate Yearly Progress.
2. Parents pick up a Public School Choice (PSC) Transfer Form from the District Administration Office, or access the form and procedures on the district website, www.lwsd.wednet.edu.
3. Parents complete the form and **return it to the District Administration Office on or before the designated deadline.**
4. The District Administration Office will record the names of parents/guardians submitting the form, and notify the Director of Learning Support Services.
5. The PSC form is forwarded to the Principal of the school in "improvement" which the student(s) currently attend. The Principal schedules a conference with the parents to review their request and answer any questions they may have regarding PSC. The Principal signs the PSC FORM and **notifies the Principal** of the receiving school.
6. The Principal of the Step 1 School delivers the PSC transfer form to her/his school Administrative Assistant or Registrar, who in turn notifies the Administrative Assistant or Registrar of the receiving school.
7. A signed copy of the transfer form is sent to the District Administration Office, Categorical Programs Administrative Assistant in order to maintain a current database of those students participating in PSC.
8. The student records, including the PSC transfer form, are sent to the receiving school.
9. If the student requires district transportation, the Administrative Assistant or Registrar of the Step 1 School contacts the Transportation Department with contact information of the student(s) requesting transfer.
 - a. Transportation will contact the family of each student to arrange transportation.
 - b. Transportation will contact both school sites with transfer dates **providing 1-2 business days prior notice.**
10. If the student does not need district transportation, the receiving school will contact the parent/guardian **within one business day** to confirm transfer to and enrollment in the school.
11. The Administrative Assistants or Registrars of both schools will work collaboratively to ensure the student is properly enrolled and recorded in the student records system (WESPaC) and that the student information is accurate and current.
12. The deadline to submit the application for **2009 is Friday, September 18th**. New students who enroll after the start of school have 14 days from the date of enrollment to request Public School Choice. **No applications will be accepted after this date. If you have questions, please contact:**
Joyce Scott, Director of Learning Support Services, (360) 654-2134

**REQUEST FOR PUBLIC SCHOOL CHOICE TRANSFER
LAKEWOOD SCHOOL DISTRICT #306**

FROM ENGLISH CROSSING ELEMENTARY SCHOOL TO COUGAR CREEK ELEMENTARY SCHOOL

School Year _____

Student's Grade Level _____

Student's Last Name

Student's First Name

Day Phone

Evening Phone

Student's Street Address

City

Zip

Please check the appropriate box(es) below:

Is this student in any special education program or
have a current Individualized Education Plan (I.E.P.)?

Uncertain

No

Yes

Is this student currently participating in any
supplemental or remedial program (e.g., L.A.P.,
Title I, ESL, etc.)?

Uncertain

No

Yes

- I am applying for this transfer based on the public school choice provisions of the No Child Left Behind Act of 2001.
- I understand transportation will be provided by Lakewood School District, if needed.

Date

Signature of Parent

Print Parent Name

PLEASE RETURN THIS FORM TO THE LAKEWOOD SCHOOL DISTRICT OFFICE.

English Crossing Principal Signature

Date

Authorized Signature (Superintendent or Designee)

Date