



LAKWOOD SCHOOL DISTRICT #306
ONLINE ACADEMY TRANSITION REQUEST FORM

Date: _____
Time: _____
Office Use Only

Request is for 2023-2024 School Year Grade Level Student Is Entering -

Student's Last Name Student's First Name Phone

Resident school School. Verified: (Office Use Only)

Student currently attends:

Cougar Creek English Crossing Lakewood Elementary Online Academy
Lakewood Middle School Lakewood High School

Reason for request:

Check appropriate box(es): False or inaccurate information may be cause for denial or revocation of transfer.

Are you enrolled under a Choice Transfer? YES NO *If yes, resident District:

Is student in a special education program or have a current Individualized Education Plan (IEP)? YES NO
*If yes, please attach a copy of the Prior Written Notice where the IEP team discussed Online Academy.

Is this student currently participating in any supplemental programs? LAP Title I ELL 504 HICAP
*If yes, please attach a copy of the revised 504 plan.

Date Signature of Parent Print Parent Name

Preferred Dates for enrollment meeting: Handbook Received

Staff Use Only

Counselor Recommendation Yes No
*Please explain the answer above as it was communicated to the parent and student

Building Principal Information Verification Principal Recommendation Yes No
*Reason if recommendation is in conflict with PWN and/or counselor

Transfer Denied Reason:

Transfer Approved

Authorized Signature Date
(Director of Teaching and Learning)

Program Start Date:

Scanned to Principal Coach Assigned

Please fill out the date that each step below has been completed

- Step 1- Initial counselor interest meeting Date _____
- Step 2- School receives enrollment form Date _____
- Step 3- Principal initials enrollment form and scans to T&L Date _____
- Student with IEP/504? Must have IEP/504 team meeting Date _____
- Step 4- T&L reviews form, scan approval or denial to principal/coach Date _____
- Step 5- Principal forwards form to counselor & supplemental staff Date _____
- Step 6- Counselor schedules enrollment meeting w/ Coach, family, & admin Date _____
- Establish enrollment date once a decision has been made Date _____
- Step 7- Counselor sends registrar completed form Date _____
- Counselor sends Coach/T&L courses to enroll student
- Registrar transfers student to Online Academy in Skyward Date _____
- Registrar adds student to FTE spreadsheet
- Step 8- T&L enrolls student in classes and notifies Tech dept. Date _____
- Secondary counselors build Skyward schedule
- Elementary registrars schedule grade appropriate course
- Step 9- Coach creates WSLP with Family Date _____

Registrar Portion

ALE start date _____

Full-time _____ Part-time _____

*If part-time In-Person FTE _____ ALE FTE _____ Sno-isle FTE _____ Running Start _____