Parent submitting CTR online.

https://eds.ospi.k12.wa.us/ChoiceTransferRequest

1. Go to this website and click "Continue".

State of Washington	ISPI	Exit Help
Superintendent of Public	Instruction	School District Director
	Choice Transfer Request	
	Welcome to the Washington State Choice Transfer Request Portal!	
	The Choice Transfer Request Portal (CTRP) is used by many school districts in Washington State to process Choice Transfer requests. A Choice Transfer request is made when a student wants to attend a school outside of the school district where the student lives. For a Choice Transfer, the resident district must first release the student to start the transfer process. When you have completed your transfer application, your request will be sent to the resident school district.	
	Definitions:	
	Resident School District – The school district in which the student lives. Nonresident School District – Any school district outside of the student's resident district.	
	Before you begin:	
	 Contact the nonresident school district to find out if they are accepting applications for the school and grade level you are requesting. Ask if there are other forms or required steps to complete your Choice Transfer request outside of this request portal. You need to have an active email address to use this system. The first step of a Choice Transfer request is to verify your email address. A validation request will be sent to your email address. You will not be able to continue without the email validation step. 	
	If you do not have an email address, sext this portal and contact the nonresident school district you want to attend to request their Choice Transfer forms. School district phone numbers may be found at <u>School District Directory</u> . Many districts also have their Choice Transfer forms on their school district websites. A Choice Transfer may also be called a nonresident transfer, waiver, variance, interdistrict transfer, or out-of-district transfer.	
	continue	

2. Enter your email and click "Request Verification Code".

	State of Washington OSPI Office of Superintendent of Public Instruction
- 0	Choice Transfer Request
	To use the Choice Transfer Request Portal you must first verify your email address. To verify, please enter your email address below and click on the box, Request Verification Code Request Verification Code Once you receive the verification code from your email, enter the code in the box below and click on Continue .
	Continue

This is an example of the email you will receive with the Verification Code.

From: < <u>noreply@k12.wa.us</u> >
Date: Thu, Mar 14, 2019, 4:00 PM
Subject: Choice Transfer Verification Code
To: < <u>@gmail.com</u> >
Thank you for using the Choice Transfer Request Portal. The following email verification code has been generated
Verification Code: 1234
Please enter this code in the portal to complete your email verification. The code is valid for 10 minutes and can only be used once.
If you did not request this code, please ignore this message.

- 3. Enter the Verification Code. The Choice Transfer Request form will display.
- 4. Complete the Form and click "Submit Request" at the bottom. The form will go to your Resident School District for approval.

Choice Transfer Request						
Email address						
Transfer Request Information:						
School Year: O Current (2018-2019) Next (2019-2020)						
Start Date						
End Date						
Resident School District (Don't see the School District?)						
Please Select 🔻						
Nonresident School District (<u>Online School?</u>)						
Please Select v						
Current or last school district attended (p	pon't see the school?)					
Please Select T						
Peacon for Transfer (More than one reason?)						
Please Select						
Student Information:						
First Name	Middle Name	Last Nama				
nlease enter preferred first	nlease enter preferred middle					
please enter preferred mise	(optional)	piedse enter preferred lase				
Date of Birth	Grade Level					
	Please Select	T				
	(of transfer year)					
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