

# Portland Public Schools Inter-District Transfer Request Form

## **FOR REQUESTS TO ATTEND A PORTLAND PUBLIC SCHOOL**

If you live outside of the PPS district boundary you must receive permission from both districts prior to the start of the next school year (**2019-2020**) in order to have your child attend a Portland Public School.

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### **Complete this application if:**

- Your child is not currently attending a PPS school, including brothers and sisters of current PPS students or
- Your child has reached the highest grade at their current PPS school and would like to enroll in a PPS middle or high school next year.
- Your child has attended a PPS public charter school for at least three consecutive years and is completing the highest grade this year.

You **do not** need to complete this application if:

- You moved out of the district during the past year, and you would like to remain in the same school next year. An automatic application has been created for your child to remain in his/her current school. Call 503-916-3205 to confirm we have an automatic application for your child or to inform us that you do not wish to have your child return to PPS next year.
- You received permission from both districts in 2018 or earlier and your child has not reached the highest grade of his/her school.
- You have permission to enroll in PPS through a charter school, or due to Title X, foster care or DHS placement.

**Apply by June 14, 2019 for early decision.**

### **Step 2: Contact your resident district to request a release to enroll in a Portland Public School.**

Each district has different rules and deadlines. If both districts agree to the transfer, your child may enroll in a PPS school next year. If either district does not agree to the transfer, your child will have to attend school in your resident district or pay tuition to attend a PPS school next year.

To learn more about the inter-district transfer process, go to [www.pps.net/schoolchoice](http://www.pps.net/schoolchoice) or contact the Enrollment and Transfer Center at 503-916-3205 or email [enrollment-office@pps.net](mailto:enrollment-office@pps.net).

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Legal First Name \_\_\_\_\_ Legal Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade Next Year \_\_\_\_\_

Parent/Guardian first and last name \_\_\_\_\_

Primary Phone Number of Parent/Guardian \_\_\_\_\_

Primary Email of Parent/Guardian \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing City \_\_\_\_\_

Mailing State \_\_\_\_\_ Mailing Zip \_\_\_\_\_

**Continued on reverse**

Has your child been expelled during the last 12 months? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please provide the term of the expulsion and whether the reason involved a firearm.

Term \_\_\_\_\_ Reason \_\_\_\_\_

Requested PPS School \_\_\_\_\_ Current School \_\_\_\_\_

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**OPTIONAL INFORMATION:**

PPS Student ID (for current PPS students): \_\_\_\_\_

Date of move out of PPS district \_\_\_\_\_

Does student have at least one brother or sister currently enrolled in PPS who will  
be attending school here next year? \_\_\_\_ Yes \_\_\_\_ No

If Yes: Co-enrolled Sibling First Name \_\_\_\_\_ Co-enrolled Sibling Last Name  
\_\_\_\_\_

Co-enrolled Sibling Grade Next Year \_\_\_\_\_

Has your student been enrolled in a PPS Charter School? \_\_\_\_ Yes \_\_\_\_ No

If Yes: Name of Charter School \_\_\_\_\_ Years of Enrollment \_\_\_\_\_

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**APPLICATION AGREEMENT**

Please check the box below to indicate you understand that you are applying for a transfer into the Portland Public School District. If there are more requests than slots, PPS will use priorities agreed to by the School Board and a random lottery, if needed, to decide which students may transfer. You must also receive permission from your requested district and enroll during the 2019-20 school year in order for the transfer to be complete.

☐ I understand the terms of this application stated above.

**Please return completed application to:** Enrollment and Transfer Center 501 North Dixon Street  
Portland OR 97227 Email: [enrollment-office@pps.net](mailto:enrollment-office@pps.net)  
Phone: 503-916-3205 ■ Fax: 503-916-3699

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Si necesita ayuda con la comprensión de esta información, favor de llamar a Elizabeth o Patricia al 503-916-3205  
Если вам нужна помощь с переводом этой информации на родной язык, пожалуйста обратитесь к Ольге  
Бобровник по телефону 503-916-3205

若閣下需要明白這資訊, 請以潘老師聯絡 503-916-3585

Nếu quý vị cần sự giúp đỡ để hiểu rõ các thông tin này, xin vui lòng gọi điện thoại cho ông số 503-916-3584  
Hadii aad u baahato caawinaad si aad u fahamto macluumaadkaa fadlan wac 503-916-3586

