Dear PRINCIPALX or REGISTRARX

We have contacted OSPI to clarify the process for transferring the records of students that have been enrolled in CHARTERSCHOOLX for the 2015-2016 school year. We have received confirmation from OSPI’s Office of Student Information, Office of Enrollment Reporting and Categorical Funding, and Legal Affairs Unit that:

1. Students **do not need to complete or submit Choice Transfer Forms** to their prior school to transfer their enrollment to a charter school.

2. Districts may not deny a student’s wish to transfer from their home/resident school to a charter school.

3. Charter schools **must submit a records request** to each student’s home/resident school in order to obtain physical records of the student’s’ cumulative file. This records request must be submitted via the Student Records Exchange (SRX), unless the district does not participate in this system.

In the event that the district doesn’t participate in SRX, we are happy to comply with your district’s procedure for submitting a records request for students’ cumulative records.

Per RCW 28A.225.330, the former school must send the enrolling school the student’s permanent record including records of disciplinary action, history of violent or other behaviors indicated in RCW [13.04.155](http://apps.leg.wa.gov/rcw/default.aspx?cite=13.04.155), attendance, immunization records, and academic performance, but may withhold the student’s official transcript, in the event that the student has not paid fees, fines, or tuition at approved private schools.

In addition, RCW 28A.225.330 states that the above information shall be transmitted **within two school days** after receiving the request and the records shall be sent **as soon as possible.**

INSERT INFORMATION ABOUT YOUR SCHOOL START DATE AND THE NEED FOR TIMELY RECORD TRANSFER IN ADVANCE OF IT.

We look forward to receiving the requested student records and ensuring our students’ educational experience is without interruption. Please feel free to reach out to me with any additional questions.

Sincerely,

NAMEX

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