A number of schools have been asked to provide a Choice Transfer Form by their districts, and it isn't the correct form or process. OSPI wants charters to request students through the Students Records Exchange (see pages 7-8 - [SRX](http://k12.wa.us/EDS/pubdocs/StudentRecordExchangeUserGuide2015.pdf)), and in a few cases, if a district doesn't use that system, via a records request form sent over email or fax. No one should fill out a Choice Transfer Form to enroll in a charter school.

Thus, OSPI will be releasing a notice in a bulletin informing districts that charters will be contacting them via the SRX to request records. Schools can then cite the same language from OSPI to districts if questions arise. Lisa Ireland at OSPI is working on this and it won't be out for a few weeks.

In the meantime, here is an [email](https://docs.google.com/document/d/1pD3IMrECzf9wX70U2ADPuRQapEPQUvZY8XleVcdtYJA/edit?usp=sharing) that you can **modify** to send to principals/ registrars that cites language provided by OSPI and the RCW regarding records request.

We are trying to get additional clarity on what "as soon as possible" in the RCW means. Because WA is a local control state, districts can opt to send you records per their own timelines and some may opt to send them once their school year ends, but they have to send them to you in a timely manner that doesn't inhibit the education of a student.