



Application for Transfer Student Options for Meeting Washington's High School Assessment Requirements for Graduation

This form is for use by students who have transferred to a Washington public high school from out-of-state or from an in-state non-public school setting in 11th or 12th grade and who would like to 1) receive a waiver of Washington's high school assessment graduation requirements, and/or 2) receive direct access to Certificate of Academic Achievement (CAA) Options. This form is also for New Non-English Proficient (NNEP) students with eligibility for direct access to CAA Options. Students eligible for waivers who submit this form automatically receive direct access to CAA Options as well.

Eligibility Requirements: Eligible transfer students may receive a waiver from meeting the Washington State high school Mathematics, Reading, and/or Writing standards. To receive a waiver, transfer students must have met standard in Mathematics, Reading, and/or Writing on another state's high school test. The other state's high school test must be the one used for high school graduation or for federal reporting purposes related to the "No Child Left Behind" Act. The rules for granting waivers may be viewed at: www.k12.wa.us/assessment/WaiverAppeals/TransferWaiver.aspx.

Score Report or Transcript: The principal or designee must complete the information below and transmit this form to OSPI with either: 1) a copy of the student's assessment score report from the other state; or 2) a copy of the student's transcript. The score report or transcript must indicate the student's assessment score(s) and whether or not the student met the standard(s) if the student is applying for a waiver. A transcript from the prior school must be submitted for students requesting direct access to CAA Options.

To be completed by the Principal or Designee (please print or download form and type)

A. Student Information			
FIRST NAME	MI	LAST	
SSID (10 DIGITS) - ASSIGNED BY SCHOOL OR DISTRICT (REQUIRED)		DATE OF BIRTH	
STUDENT'S CURRENT HIGH SCHOOL		SCHOOL DISTRICT	
DATE ENROLLED	PROJECTED GRADUATION YEAR	GRADE AT THE TIME OF ENROLLMENT (CHECK ONE)	
		<input type="checkbox"/> 11th <input type="checkbox"/> 12th	

B. Prior School Information (Required)			
Prior School and School District: _____			
School	School District (or City)	State (or Country)	

C. Other State Assessment Information (For Waiver Only)					
WA Requirement	Title of Out of State Test	Passing Score	Received Score	Month/Year Administered	Met State Standards
Mathematics					<input type="checkbox"/>
Reading					<input type="checkbox"/>
Writing					<input type="checkbox"/>

D. Direct Access Information		
<input type="checkbox"/> Direct Access to CAA Options Only	CAA Option To Be Submitted: <input type="checkbox"/> COE <input type="checkbox"/> College Test	<input type="checkbox"/> NNEP

E. Student's Signature	
I certify that the information above is correct.	
SIGNATURE _____	DATE _____

For OSPI Use						
Mathematics	Reading	Writing	<input type="checkbox"/> Access	<input type="checkbox"/> Export	<input type="checkbox"/> Letter	
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>				
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>				

To be completed by Principal or Designee (please print)

PRINCIPAL'S NAME

PRINCIPAL'S EMAIL

I certify, to the best of my knowledge, that this student transferred into our school in 11th or 12th grade and that the transcript or assessment score report was received from the student's prior school district.

NAME

TITLE

PHONE

E-MAIL

SIGNATURE _____

DATE _____

Next Steps

- A. Mail or fax a copy of this form and the out-of-state score report (if applicable) or transcript to: OSPI, CAA Options, PO Box 47200, Olympia, WA 98504. The fax number is (360) 725-6332. An electronic version of this form may be obtained at: www.k12.wa.us/assessment/WaiverAppeals/TransferWaiver.aspx.
- B. OSPI will send an e-mail to the school principal and the District Assessment Coordinator when the application is verified. Once verified, OSPI will document that the student met the applicable high school standard(s) or is eligible for direct access to CAA Options in the student's state assessment record.
- C. After verification, the school district personnel should notify the student and document that the student met the applicable standard in the district's student information system.
- D. This form, the score report or transcript, and the verification e-mail must be included in the student's cumulative folder.