Student Name:_____ Absolute Due Date:_____

School year needed:_____ Resident District:_____

The following are instructions on how to complete a choice transfer request using the online portal. If

you are under 18, your parent/guardian **must** assist you with this process.

1) Visit this website: https://eds.ospi.k12.wa.us/ChoiceTransferRequest
2) Read the first page, and select **continue**
3) Enter your (parent/guardian if under 18) email address and select **request verification code**
4) Check your email for code – typically email is received almost instantly.
5) Enter verification code and select **continue**. Code is only valid for 10 minutes.
6) Fill out **Transfer Request Information** keeping the following notes in mind:
    ● Select the appropriate year, as listed at the top of this sheet
    ● Start and end date will be updated with your year selection – do not manually change
      this information
    ● Resident district is the **district that you live in** – marked above
    ● Nonresident district will be **Edmonds**
    ● Requested school will be: **Edmonds Career Access Program**
    ● Leave requested program blank
    ● Current or last school district attended – if you are already in EdCAP, then you can select
      Edmonds, and Edmonds Career Access Program. If you are new to EdCAP, select the last
      district and school you attended. This may be different than the resident district if you
      attended somewhere other than where you live.
    ● Reason for Transfer: **To enroll in an alternative school/program**
7) Fill out **Student Information** completely keeping the following in mind:
    ● Grade level should be the grade you would have been in if you were still in a traditional
      high school. If you have passed your original graduation date, select grade 12
8) Fill out **Behavior** completely. The answers you give under this section will **not** affect your
   eligibility for EdCAP – please answer honestly.
9) Read notices, and Acknowledgements
10) Select I Accept
11) Sign your/your parent/guardian's name
12) Select **submit request**