CHOICE TRANSFER REQUEST PORTAL

The link to the Choice Transfer Request Portal (CTRP) is https://eds.ospi.k12.wa.us/ChoiceTransferRequest

1. **Welcome Page** – The Welcome page includes general information, guidance, and definitions about Choice Transfers. The School District Directory includes the names of all school districts, including those that have opted out. It does not mean that families in opted-out districts will be able to access the CTRP system to submit a transfer request.

2. **Email Verification Page** – The email verification page requires the user to submit an email address. A verification code is sent to the email address entered and is used to allow the parent/guardian to access the student information form.
3. **Student Form** – The user enters the same information found on the standardized Choice Transfer Form, indicates acceptance of the Notices and Acknowledgements, and provides an electronic signature. Once all required fields are completed, the user can submit the request to the resident district. To add another student, the user will need to begin the process again from the beginning, including the email verification step.
Choice Transfer Request

Email address: joy.walton@k12.wa.us

Transfer Request Information:

Start Date: 
End Date: 

Resident School District (Don't see the school district?)
please select

Nonresident School District (Other School)
please select

Current or last school district attended (Don't see the school?)
please select

Reason for Transfer (More than one reason?)
please select

Student Information:

First Name: please enter preferred first
Middle Name: please enter preferred middle name (optional)
Last Name: please enter preferred last

Date of Birth: 
Grade Level: (of transfer year)

Phone1: (Parent/Guardian contact if student younger than 18)
Phone2: (optional)

Address Information:

Residence Address:
Address1
Address2
City
State - WA
Zip

Mailing Address:
Address1
Address2
City
State - WA
Zip

☐ Use the residence address as the mailing address
4. Email Confirmation – A confirmation email is sent to the user’s email address and the resident district’s Choice Transfer Coordinators.