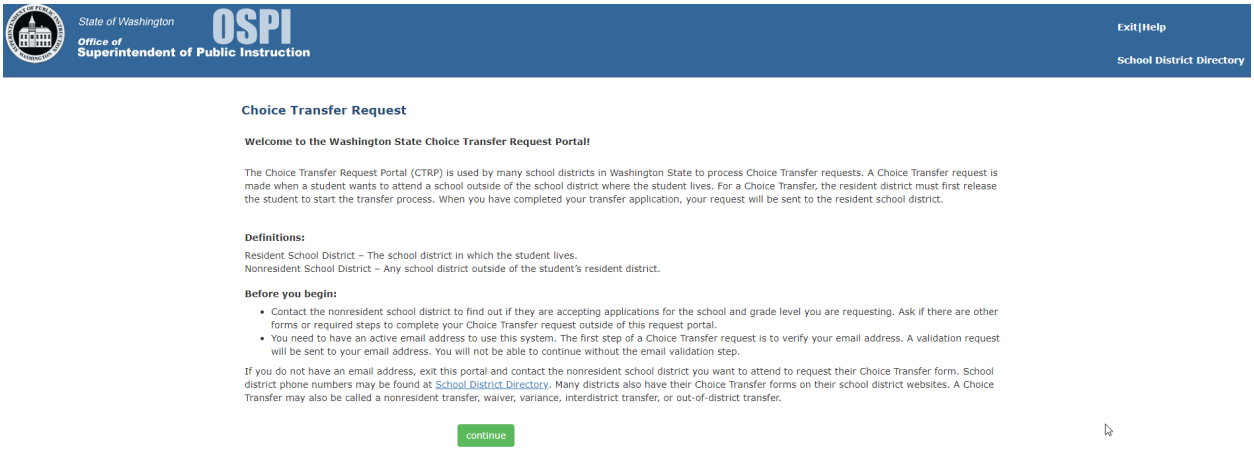
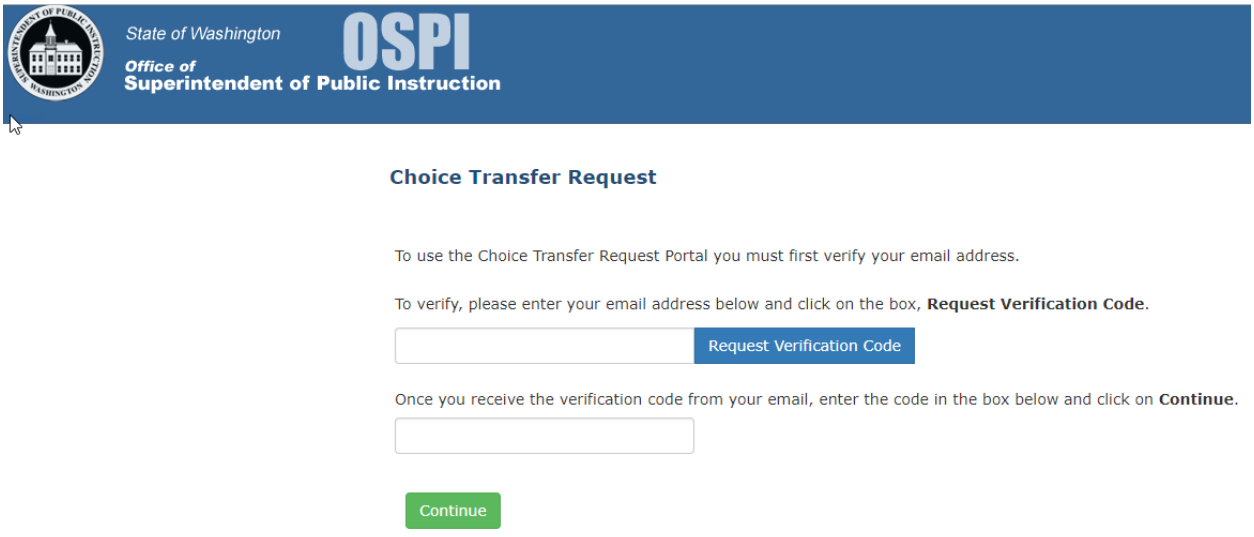
Parent submitting CTR online.

https://eds.ospi.k12.wa.us/ChoiceTransferRequest

1. Go to this website and click “Continue”.



2. Enter your email and click “Request Verification Code”.



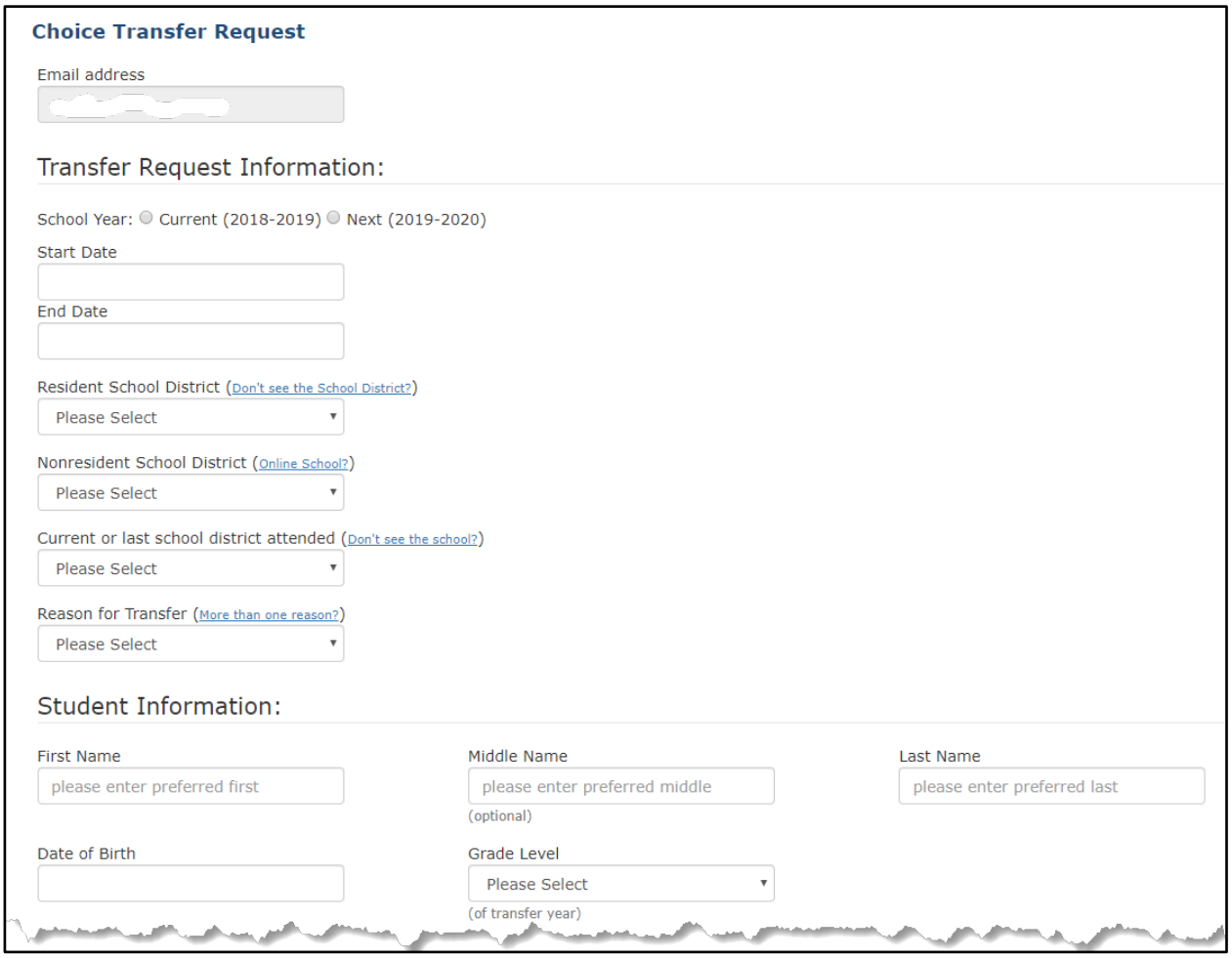
This is an example of the email you will receive with the Verification Code.

From: <noreply@k12.wa.us>
Date: Thu, Mar 14, 2019, 4:00 PM
Subject: Choice Transfer Verification Code
To: <[redacted]@gmail.com>

Thank you for using the Choice Transfer Request Portal. The following email verification code has been generated:

Verification Code: 1234

Please enter this code in the portal to complete your email verification.
The code is valid for 10 minutes and can only be used once.

If you did not request this code, please ignore this message.

3. Enter the Verification Code. The Choice Transfer Request form will display.
4. Complete the Form and click "Submit Request" at the bottom. The form will go to your Resident School District for approval.