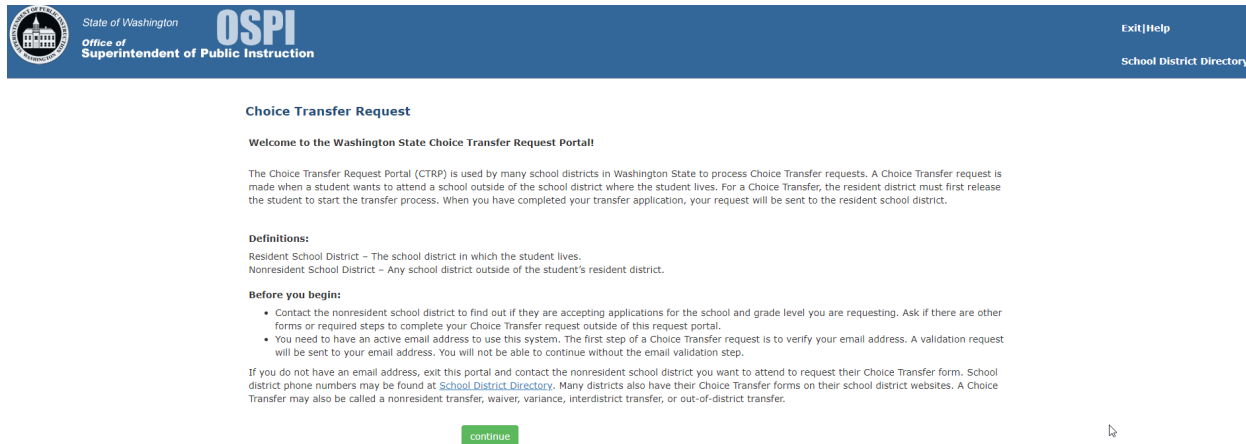


## Parent submitting CTR online.

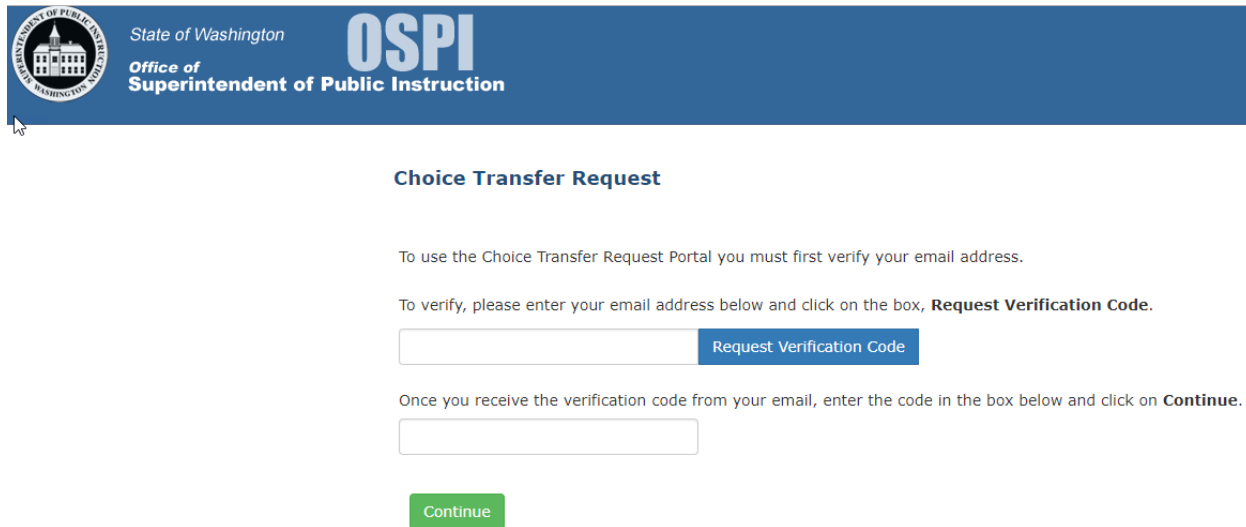
<https://eds.ospi.k12.wa.us/ChoiceTransferRequest>

1. Go to this website and click "Continue".



The screenshot shows the top navigation bar of the OSPI website. On the left is the OSPI logo with the text "State of Washington Office of Superintendent of Public Instruction". On the right are links for "Exit | Help" and "School District Directory". The main content area is titled "Choice Transfer Request" and includes a welcome message, a brief description of the portal, definitions for resident and nonresident school districts, and instructions on how to begin the process. A green "continue" button is visible at the bottom of the page.

2. Enter your email and click "Request Verification Code".



The screenshot shows the "Choice Transfer Request" page at the email verification step. The header is identical to the previous screenshot. The main content area explains that users must first verify their email address. It provides a text input field for the email address, followed by a blue button labeled "Request Verification Code". Below this, it instructs users to enter a verification code in another text input field and click on a green "Continue" button.

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

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

**Choice Transfer Request**

Email address

Transfer Request Information:

School Year:  Current (2018-2019)  Next (2019-2020)

Start Date

End Date

Resident School District ([Don't see the School District?](#))

Nonresident School District ([Online School?](#))

Current or last school district attended ([Don't see the school?](#))

Reason for Transfer ([More than one reason?](#))

Student Information:

First Name <input type="text" value="please enter preferred first"/>	Middle Name <input type="text" value="please enter preferred middle"/> (optional)	Last Name <input type="text" value="please enter preferred last"/>
Date of Birth <input type="text"/>	Grade Level <input type="text" value="Please Select"/> (of transfer year)	