

OSPI Standard Choice Transfer System (SCTS): System Guide

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Student Choice Transfer System Updates 2015

There are no rule changes for 2015-16 school year.

Changes only pertain to manipulating information within the Student Choice Transfer System

Editing Capabilities:

- **Student information:** can now be edited by both resident and non-resident Choice Transfer Coordinators. Make the changes in the document, then click on **UPDATE** at bottom of screen. When changes are made to a student file, a notation appears in the top of the student information box indicating the edited fields.
- **Begin date:** can now be edited by both resident and non-resident Choice Transfer Coordinators.
 - The begin date cannot be *backdated*; it can only be today's date or one in the future.
 - Non-resident coordinators will have to update the begin date to today's date or later as the date reflected will be the date of the request – not the begin date.

Save:

- Requests can be completed and **SAVED** until such a time that the resident coordinator submits it. This allows the coordinator to complete bulk applications as time permits and in consideration of non-resident begin dates. Remember that the resident school district maintains responsibility for the student until request is accepted and the start date defined by non-resident school district.

Access

- **District coordinators** will be able to see all transfers throughout the district. They will have to select a specific school from the drop-down menu.

Please note that updates and improvements are a continual work in progress.

Introduction

In the 2013 legislative session, OSPI was directed to create a standard form to be used by all school districts for Choice Transfers for online school enrollments. ([RCW 28A.250.070](#)) The Standard Choice Transfer System (SCTS) was developed to meet this need. It is an application within EDS that provides a resident district the ability to submit a parent request for a Choice Transfer to a nonresident district, signifying the intent to release the student upon acceptance. The nonresident district will accept or deny the request within the system. Email notices are sent automatically from the system at

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milestones throughout the process to the parent and the districts. The system features include the ability to request, renew, rescind, edit, save, and resubmit appealed requests.

Per the statute, all districts must use the SCTS for Choice Transfers for online school enrollment; however, the system is also able to process requests for non-online enrollments and Interdistrict Agreements.

Getting Started

1. Identify Choice Coordinators at the district or school level who are authorized to submit, accept, and deny requests. Multiple individuals may be set up at each level. See your District Data Security Manager (DDSM) to set up the roles in EDS. Note: DDSM can find guidance on how to add roles at: <http://www.k12.wa.us/EDS/pubdocs/EDSAdminPolicyManual.pdf> beginning on page 11.
 - a. School Choice Coordinators will only see requests for their school.
 - b. District Choice Coordinators can see requests for all schools via the drop-down menu.
 - c. If there are no coordinators identified, the District Data Security Manager will receive the email notification of requests and will need to set up the Choice Coordinators for the requests to be processed.
 - d. All Choice Coordinators (at the designated level) will receive the email notifications. Only the Choice Coordinator who processed the request will be listed as the contact within the email, on the request detail screen, or printer friendly version.
 - e. When there are multiple Choice Coordinators (at the designated level) for the nonresident district, the first Choice Coordinator entered will appear as the contact on the initial request email sent to the parent.
2. Download the templates.
 - a. OSPI-created templates for Choice Transfer and Interdistrict Agreement requests are available to download from the SCTS website.
<http://digitalllearning.k12.wa.us/options/districts/choice.php>
 - b. Use of the template in some manner is recommended since the form contains information that is needed for EDS input screen. It is organized similar to the screen layout. Review the template as it includes important notices and acknowledgements for the parent as well as a FERPA release statement that you are advised to consider using.
3. The parent initiates the process by making a request to the resident district on the district-provided form. Parent will also initiate the annual Renewal request to the resident district.

Choice Transfer Requests

1. Resident district enters a Choice Transfer request.
 - a. Logon to EDS. Here is the EDS logon if you need it, <https://eds.ospi.k12.wa.us/>.
 - b. Click the **NEW** button on the SCTS home page.
 - c. Enter the Choice Transfer information (Appendix A).
 - d. Once submitted, the request status is set to **PENDING RELEASE**. This means that the resident district intends to release the student upon acceptance by the nonresident district. It signifies that action is required by the nonresident district.
 - e. Parent and districts are sent an email notification that a request has been entered.
 - i. If the family does not have email, the resident district Choice Coordinator email address should be entered in the field to continue processing the request. The

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Choice Coordinator at the resident district is responsible for sending the system communications to the parent via postal mail.

- ii. A notice in nine common languages is included at the bottom of the email notice that offers translation by contacting the Choice Coordinator or OSPI.
 - f. Student and contact information can be edited if necessary.
2. Nonresident district processes **PENDING RELEASE** request.
 - a. The SCTS home page shows a listing of requests. Click **VIEW** on a request of type CT with a status of **PENDING RELEASE** to take action.
 - b. Clicking **ACCEPT** sends an email to the parent and districts that the transfer has been accepted and will become active on the begin date. The non-resident coordinator will put in the current date or a future start date. Student is reminded that s/he must continue to attend their resident school until the begin date. Student is instructed to contact the school at the nonresident district to complete the enrollment or the Choice Coordinator if there are questions. The begin date will be set to the acceptance date unless a future date is input or if the date of acceptance is past the begin date. Under no circumstances can the begin date be backdated.
 - c. Clicking **DENY** and entering a reason sends an email to the parent and districts that the transfer has been denied and includes the denial reason and appeal instructions. Denial reasons should be consistent with district policy pursuant to [RCW 28A.225.225](#). Note that the parent/student have a right to appeal the denial.
 3. Resident district may resubmit a denied request that is appealed.
 - a. The resident district may view the denied request and update begin and end dates and contact information.
 - b. Clicking on the 'Appeal' button resets the status of the request to **PENDING RELEASE** and sends an email to the parent and districts.
 - c. The nonresident district views and processes the **PENDING RELEASE** request as previously described in step 5.

Renew Applications

Please do not start a duplicate file for an active student. Students who have been successful as a result of the Choice Transfer or Interdistrict Agreement and wish to continue must have their requests renewed for the next school year by the Resident District. Communication between the Choice Coordinators is imperative in providing a smooth transition to the next school year.

1. Parent authorization needs to be attained.
2. The SCTS home page for current year shows a listing of requests. Click **VIEW** on a request with a status of "accepted" to renew. This can also be accomplished by typing in the student name and **SEARCH**.
3. Clicking the "renew" button copies the original request, and revisions can be made.
4. The status is set to **PENDING RELEASE** and an email notice is sent to the parent and districts that a renewal is in process.
5. Non-resident Choice Coordinator responds with **ACCEPT** or **DENY**.
6. If the Interdistrict plan is modified, see steps 2-3 in Interdistrict Agreement Requests (below).

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Interdistrict Agreement Requests

1. Resident district enters an Interdistrict Agreement (IA) request. Processing IA requests often result in several exchanges between districts regarding responsibilities and expectations of each district. Note that parents receive an email update with each exchange. Communication between the Choice Coordinators is imperative in providing a smooth transition.
 - a. Click the **NEW** button on the SCTS home page.
 - b. Enter the Interdistrict Agreement information (Appendix B).
 - c. The request status is set to **PENDING RELEASE**. This means that the resident district intends to release the student upon acceptance by the nonresident district. It signifies that action is required by the nonresident district.
 - d. Parent and districts are sent an email notification that a request has been entered.
 - i. If the family does not have email, the resident district Choice Coordinator email address should be entered in the field to continue processing the request. The Choice Coordinator at the resident district is responsible for sending the system communications to the parent via postal mail.
 - ii. A notice in nine common languages is included at the bottom of the email notice that offers translation by contacting the Choice Coordinator or OSPI.
 - e. The request cannot be modified again (except for contact information) until the nonresident district has submitted a modification and the request is in “pending acceptance” status.
2. Nonresident district processes **PENDING RELEASE** request.
 - a. The SCTS home page shows a listing of requests. Click **VIEW** on a request that is type IA with a status of **PENDING RELEASE** to take action.
 - b. The nonresident district may change information and click **MODIFY** which sets the status to **PENDING ACCEPTANCE**. This means the nonresident district will accept the student if the resident district accepts the modifications. An email notice is sent to the parent and districts indicating the request is still in process.
 - c. Clicking **ACCEPT** sends an email to the parent and districts that the agreement has been accepted and will become active on the begin date. Students are reminded that they must continue to attend their regular schedule until the begin date. Student is instructed to contact the Choice Coordinator at the nonresident district to complete the enrollment. The begin date will be set to the acceptance date if the date of acceptance is past the begin date.
 - d. Clicking **DENY** and entering a reason sends an email to the parent and districts that the transfer has been denied and includes the denial reason. Denial reasons should be consistent with district policy for acceptance and rejection standards.
3. Resident district processes **PENDING ACCEPTANCE** request.
 - a. The SCTS home page shows a listing of requests. Click **VIEW** on a request that is type IA with a status of **PENDING ACCEPTANCE** to take action on a request that has been modified by the nonresident district.
 - b. The resident district may change agreement information and click **MODIFY** which sets the status to **PENDING RELEASE**. This means the resident district will release the student if the nonresident district accepts the modifications.

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- c. Clicking **ACCEPT** sends an email to the parent and districts that the agreement has been accepted and will become active on the begin date. Student is instructed to contact the Choice Coordinator at the nonresident district to complete the enrollment. (If the date of acceptance is past the requested begin date, the acceptance date will be used as the begin date.)
 - d. Clicking **DENY** and entering a reason sends an email to the parent and districts that the transfer has been denied and includes the denial reason. Denial reasons should be consistent with district policy for acceptance and rejection standards.
4. Steps 2 and 3 are repeated until a district accepts or denies the Interdistrict Agreement request.
 5. Resident district may **REVISE** an accepted Interdistrict Agreement if the circumstances change, such as adding another course.
 - a. Parent authorization needs to be attained.
 - b. The SCTS home page shows a listing of requests. Click **VIEW** on a request that is type IA with a status of **ACCEPTED**.
 - c. Clicking the **REVISE** button copies the original request, and revisions can be made.
 - d. The status is set to **PENDING RELEASE** and an email notice is sent to the parent and districts that a revision is in process. Steps 8 thru 10 are followed.
 - e. Upon acceptance, the original agreement must be rescinded if the agreement has not yet expired.

Choice Transfers and Interdistrict Agreements: Common Action

1. Rescind. Nonresident district may rescind a Choice Transfer or Interdistrict Agreement.
 - a. The SCTS home page shows a listing of requests. Click **VIEW** on a request with a status of **ACCEPTED** to rescind.
 - b. Clicking on the **RESCIND** button will prompt for a reason.
 - i. For Choice Transfers, the rescindment reason should be consistent with district policy.
 - ii. For Interdistrict Agreements, the rescindment reason should be consistent with conditions stated in the agreement for disenrollment.
 - c. An email will be sent to the parent and districts that the transfer or agreement has been rescinded and provides the reason and effective date (the date the rescindment was processed in the system).
2. Renew. Resident district may renew an expiring Choice Transfer or Interdistrict Agreement request.
 - a. Parent authorization needs to be attained.
 - b. The SCTS home page shows a listing of requests. Click **VIEW** on a request with a status of **ACCEPTED** to renew.
 - c. Clicking the **RENEW** button copies the original request, and revisions can be made.
 - d. The status is set to **PENDING RELEASE**. An email notice is sent to the parent and districts that a renewal is in process. Step 2 (for a Choice Transfer) or steps 2 thru 3 (for an Interdistrict Agreement) are followed.
3. Print. Resident and nonresident districts may print a copy of the transfer or agreement.
 - a. The SCTS home page shows a listing of requests. Click **VIEW** on a request you wish to print

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- b. Click the **PRINT FRIENDLY** button which is on the upper right side of screen.
4. Export. Resident and nonresident districts may export Choice Transfer or Interdistrict Agreement information to Excel.
 - a. On the SCTS home page, click on **“Export to Excel”** in the upper right of the request listing. The requests from the current or selected school year will be exported to a worksheet.
 - b. This is how you can provide information requested by the State Auditor’s Office.
5. Sort. Resident and nonresident districts may sort the requests on the SCTS home page.
 - a. Click on the table headings to sort the requests in ascending or descending order.
6. Navigation. Resident and nonresident districts may select which records to display.
 - a. School year. The default display is the current school year. Previous years or the next school year may be selected to view history or requests for the next school year.
 - b. Student. Search for a specific student’s request by entering first and last name search values and clicking **SEARCH**. The system will display all requests in the system that it is able to match. Clicking **RESET** will restore the original display of the requests for the selected year.
 - c. Requests per page. The default number of requests displayed on the page is 20. Coordinators have the option of changing the display to 50 or 100.

Refer to Bulletin B008-14 for Guidance on Choice Transfers and Interdistrict Agreements.

<http://k12.wa.us/bulletinsmemos/Bulletins2014/B008-14.pdf>

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Appendix A: Choice Transfer Information

Data Element	Note
1. Request Type	Select Choice Transfer or Interdistrict Agreement
2. School Year	Select current school year or next school year.
3. Begin Date	When current school year is selected, begin date must be within the current date and 8/31 of the school year. When next school year is selected, begin date must be within 8/1 and 8/31 of the school year. The begin date represents when the nonresident district is able to claim funding for the student not necessarily when the student starts at the school. The nonresident district notifies the student when to begin attending school during the enrollment process.
4. End Date	End date must be less than 9/1 of the school year selected. Transfer requests are typically approved for one school year and end on 8/31. An end date before 8/31 represents a midterm transfer for only part of the year (such as first semester only). Resident school districts do not need to align the dates with nonresident district school year dates.
5. Nonresident school district	Select from dropdown list
6. Requested school	Select from dropdown list
7. Requested program	If a program within the school is identified by a specific name, enter it here. Use of this field for purposes other than a recognized program name is not advised. (optional)
8. Student's legal name	May use the search feature which will prepopulate the date of birth, grade level, SSID, and current or last school field. Or...manually enter the information.
9. Date of birth	Prepopulated if use search or manually enter
10. Grade level (of transfer year)	Prepopulated if use search or manually enter
11. SSID	State Student ID assigned by OSPI. The value must be 10 digits in length. (optional)
12. Parent/Legal Guardian	Required if student is younger than 18 at the time of the request.
13. Email and phone	Required with format edits. (If a parent does not have email, enter the Choice Coordinator email address. The Coordinator is responsible for sending the parent the system notices via postal mail.)
14. Residence/Mailing Addresses	May click the box to copy the residence address to the mailing address if they are the same.
15. Current or last school attended	Prepopulated when the Search is used or manually enter
16. Reason for transfer	Aligned with RCW 28A.225.220
17. Behavior: Discipline and attendance questions	Indicate yes or no for each question and enter pertinent information in the Comment area. The Student Record Exchange (SRX) is being modified to include behavior and discipline information to aid in verification of parent supplied information.

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Appendix B: Interdistrict Agreement Information

Data Element	Note
Includes 1-17 of Choice Transfer data elements	As listed in Appendix A.
18. FTE: Grades K-12	Resident and nonresident enrollment in Grades K-12 may not exceed 1.0
19. FTE: Skill Center	Resident and nonresident enrollment in Skill Center may not exceed 1.0
20. FTE: Running Start	Resident and nonresident enrollment in Running Start may not exceed 1.0
21. FTE: High School + Skill Center limit	Resident and nonresident enrollment in high school and skill center may not exceed 1.6
22. FTE: High School + Running Start limit	Resident and nonresident enrollment in high school and Running Start may not exceed 1.2
23. FTE: High School + Skill Center + Running Start limit	If resident and nonresident enrollment in high school and skill center is more than 1.0 FTE, then Running Start must not exceed 0.2.
24. Special Education Services	If a student does not qualify for Special Education services, the other 4 questions are not displayed.
25. Transitional Bilingual Instruction Program (TBIP)	If a student does not qualify for TBIP, the other 3 questions are not displayed.
26. Exited TBIP	If a student does not qualify for TBIP, the other 2 questions are not displayed.
27. Educational Services (Resident)	All educational services should be listed along with other pertinent services such as state assessment practices, etc.
28. Educational Services (Nonresident)	All educational services should be listed as well as conditions that would lead to a student's disenrollment and rescindment of the agreement.