

Choice Transfer Request Portal (CTRP) User Guide

Background

- A Choice Transfer request is made when a student wants to attend a school outside of the school district where the student lives. For a Choice Transfer, the resident district must first release the student to start the transfer process.
- In 2019, the electronic [Choice Transfer Request Portal](#) (CTRP) was developed as a companion system to the Choice Transfer System (CTS). It gives parent/guardian users the ability to submit an electronic request to the resident district for a student to attend a nonresident district. Use of the CTRP eliminates the step of student information entry by district personnel.
- The use of the CTRP is optional for districts and it does not interfere with districts' Choice Coordinators from also entering Choice Transfer requests.
- The CTRP cannot be used for Interdistrict Agreements or renewals.

Resources for Students, Parents, and Families

- Students, parents, families, and guardians can learn more about choice transfers, interdistrict agreements, and the learning options available in Washington in the Learning by Choice guide.
- OSPI's [Student Transfers](#) website contains frequently asked questions around student transfers, including the process for appealing a denied choice transfer.

Resources for District Staff

- For support on the Choice Transfer Application, please see the Choice Transfer Application Guide.
- For guidance on enrollment reporting for students attending nonresident districts via choice transfers or interdistrict agreements, please see the [Choice Transfer enrollment reporting](#) publication.

Getting Started Using the CTRP

1. Go to the CTRP website located at <https://eds.ospi.k12.wa.us/ChoiceTransferRequest/>.
2. Read the notices on the request page and select the continue button.
3. Verify your email.
 - a. Enter your email address in the first text box. Leave the second field blank. Some browsers automatically populate the verification code field. Remove any text that appears in the second field to receive your code.
 - b. After the verification code is received, enter it in the second box.
4. Enter the student's information.
5. Check boxes in the acknowledgement and signature section.
6. Enter your name above the Parent/Guardian/Student signature line.



7. Press the green submit request button.
8. The resident district will process your request.
 - a. You will receive email status updates as your request moves through the system. Please contact your resident district or nonresident district to find out the status of your request.
 - b. OSPI is unable to provide status updates to students, parents, or families on choice transfer requests. Please inquire directly with your resident and/or nonresident districts.
 - c. To cancel a choice transfer request, please contact the nonresident school district to process the cancellation.

Questions?

For questions on using the Choice Transfer Request Portal, please contact OSPI's Choice Transfer support team at choicetransfer@k12.wa.us or 360-725-6266.