



Students - Series 3000 In-District Student Transfers – 3130

I. General Criteria Applied to In-District Transfer Requests

- A. It is the general policy of the District that all students will attend the schools in their attendance area. Exceptions may be made as to those students who have formally requested transfer to schools outside their attendance area. An in-district transfer request may be honored after consideration of the following criteria:
 - 1. Is there room in the class, core class, program or building, as the case may be, to accommodate the transfer?
 - 2. Do the principals of the releasing school and the receiving school jointly agree that legitimate educational purposes exist, unique to that student, to allow the transfer?
 - 3. Is the transfer request made at the recommendation of the Director of Student Services?
- B. The superintendent/designee shall establish procedures to enforce this policy that will include:
 - 1. Application procedures;
 - 2. Definition of building, grade level or classroom capacity;
 - 3. Special preferences and grandfathering considerations;
 - 4. Residence requirements;
 - 5. Authority of staff;
 - 6. Appeal process and due process that includes giving the Superintendent final authority to decide in-district transfer issues.

II. Reconsideration Following Admission

- A. In-district transfer students will be allowed to finish all grades at the receiving school provided:

1. On an annual basis, all in-district transfer students must re-apply for continued enrollment.
 2. If continued enrollment at the receiving school creates a serious over-capacity in a building, grade level or program, the district may disallow the continued enrollment.
- B. When an in-district transfer student finishes at the elementary or middle school level, the student has no automatic right to continue on to the next feeder school. The student may initiate a new transfer request to the middle or high school of choice. However, this request would not have continuing transfer rights.
- C. No special considerations will be allowed on account of past or present sibling enrollment.

Cross References

Board Policy 2161 Special Education and Related Services for Eligible Students
Board Policy 3110 Admission and Qualifications of Attendance
Board Policy 3140 Out of District Student Transfers

Legal References

RCW 28A.225 Compulsory School Attendance and Admission

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