



Students – Series 3000
CHOICE Transfer for Out of District
Students -- 3140

Any student who resides outside the district may apply to attend a school in the district. All applications for nonresident attendance shall be considered on an equal basis. The District shall provide information on interdistrict enrollment policies to nonresidents on request and have copies of the Superintendent of Public Instruction's annual information booklet on enrollment options in the state available for public inspection.

A parent or guardian shall apply for admission on behalf of his or her child by completing the appropriate District application. The Superintendent shall develop an application form which contains information including, but not limited to, the current legal residence of the child and the school district in which he or she is currently enrolled, the basis for requesting release from the resident district and the specific building and grade level (elementary) or course offerings (secondary) or other educational program(s) in which the student desires to be enrolled if accepted by the district. All applications for nonresident admission shall be submitted upon the form designated herein, and no other application form shall be accepted.

Criteria

The Superintendent or designee will accept or reject an application for nonresident admission based upon any one or more of the following standards:

- a. Whether sufficient and appropriate space or capacity is available in the grade level, class(es) or program(s) at the building in which the student desires to be enrolled;
- b. Whether sufficient and appropriate staff and resources and services are available to serve the educational needs of the student;
- c. Whether there is a likelihood that a condition affecting the student that caused a request for a release from the resident district will likely be reasonably improved with real and meaningful improvements that could not otherwise be achieved by the resident district; or that other reasons causing a request for a release will likely be met by granting acceptance.

- d. Whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff or disrupt the education of other students;
- e. Whether acceptance would result in a financial hardship for the district;
- f. Whether the student's disciplinary records or other records indicate a history of violent or disruptive behavior or gang membership, or convictions for offenses or crimes (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes); or
- g. Whether the student has been expelled or suspended from a public school for more than ten (10) consecutive days, in which case the student may apply for readmission under the district's policy for readmission of expelled or suspended students.

Applicability

A student who resides in a district that does not operate a secondary program shall be permitted to enroll in secondary schools in this district in accordance with state law and regulation relating to the financial responsibility of the resident district.

Non-resident students who are the children of full-time classified or certificated employees shall be permitted to enroll subject to and according to the provisions of RCW 28A.225.225.

Approval/Denial

The Superintendent or designee shall provide all applicants with written notification of the approval or denial of the application in a timely manner. If not acted upon within 45 calendar days of receipt of the application by the District, the application will be deemed denied.

Duration

Each acceptance shall state the length of the acceptance which shall not be longer than one school year, and must also state the circumstances in which such acceptance may be terminated.

Termination

Any acceptance or nonresident admission may be terminated by the Superintendent or designee at any time before the end of the current school year

if, in the professional judgment of the Superintendent or designee, the factors and/or reasons justifying the student's release from his or her resident district and admission to the nonresident district no longer apply or no longer justify the nonresident student's attendance in the district. Instances in which termination is proper include, but are not limited to, the following:

- a. Where, upon input from the student's study team or other team of qualified staff members, the Superintendent or designee determines that the district is no longer able to provide appropriate educational programs or services to the student within the District;
- b. Where the Superintendent or designee determines that the student's continued attendance in the district is likely to create a risk to the health or safety of other students or staff or interferes with the education of other students;
- c. Where the Superintendent or designee determines that the student's application for admission contained a material omission or misrepresentation of fact;
- d. Where the District's financial circumstances deteriorate during the course of the acceptance such that continuation of the acceptance causes a financial hardship to the District; or
- e. Where the actual costs of serving the student are significantly higher than anticipated at the time of acceptance so as to cause a financial hardship to the District.

If the application is denied or admission terminated, the Superintendent or designee shall notify the parent or guardian in writing of the denial or termination and the reasons therefore, and shall include a statement that the parent has a right to appeal the decision pursuant to RCW 28A.225.230(3). The Superintendent or designee's notice of denial of application shall be provided within 45 calendar days of application.

Termination shall be effective seven calendar days following notice of the Superintendent or designee's decision to revoke admission.

Limitations

The District reserves the right to decide prior to the beginning of a given school year to limit the scope of this policy and to decide not to accept applications for a specific program(s), service(s) or grade level(s), within a building(s) or within the District, due to a planned and/or an anticipated lack of capacity for non-resident students.

Release of Students

The District shall release a student to a nonresident district that agrees to accept the student if:

- a. A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer; or
- b. Attendance at the school in the nonresident district is more accessible to the parent's place of work or to the location of child care; or
- c. There is a special hardship or detrimental condition.

The District may deny an out-of-district transfer request if the release will adversely affect the district's existing desegregation plan, if any.

Cross References:

Board Policy 3120 Enrollment

Legal References:

RCW 28A.225.220 Adults, children from other districts,
agreements for attending school – Tuition

RCW 28A.225.240 Appeal from certain decisions to deny
student's request to attend nonresident district – Apportionment of credit

RCW 28A.225.290 Enrollment options information booklet

RCW 28A.225.300 Enrollment options information to parents

RCW 28A.225.225 Enrolling Children of Certificated and Classified School Employees

WAC 392-135 Finance – Interdistrict Cooperation Programs

WAC 392-137 Finance – Nonresident attendance

WAC 392-172A Rules for the Provision of Special Education

Management Resources:

Policy News, September 1999 School safety bills impact policy

Policy News, June 2003 Enrolling children of School Employees

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