

STUDENTS

Attendance Zone Transfers

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides.

A. District-initiated Transfers

In those cases where estimated enrollments exceed class size guidelines, the district may implement student transfers in order to operate an effective and efficient educational program.

Prior to the implementation of any planned transfer of students, parent(s) or guardian(s) of students involved in such planned transfer shall be notified. An orientation to the new school may be arranged for transferred students at the request of the parent or guardian.

B. Transfer Requests

A parent(s) or guardian(s) of students residing within the district may request that his or her child be allowed to attend another school in the district. Requests must be submitted, in writing, to the principal of the building at which the student is currently assigned for placement in grades K-8, or to the Student Services Office for placement in grades 9-12. Parent(s) or guardian(s) requesting transfers will be informed by letter of the approval or denial of the request. Requests which are granted must be renewed by the parent or guardian and approved by the district on an annual basis, or the student will be returned to the attendance-area school.

Transfers may be granted according to procedures established by the Superintendent. Criteria to be considered shall include space (seat) availability, substantial hardship to the student, and demonstration of other unique and justifiable needs. Transfers shall not be granted for purposes of student participation in extracurricular activities, or for interscholastic athletics and activities as governed by WIAA rules and regulations. The district will not provide transportation for students transferring outside their attendance boundary.

Per RCW 28A.225.270, the district shall permit the children of full-time certificated and classified employees to enroll at the school to which the employee is assigned, a school in the district's K-12 continuum that includes the school to which the employee is assigned, or a school in the district providing early-intervention pre-school services if the student is eligible for such services.

Providing false or inaccurate information or documents relating to non-attendance area transfer or enrollment may result in the student(s) being immediately withdrawn from the non-attendance area school and enrolled in their attendance area school. In such cases, the student(s) will not be eligible to transfer to a non-attendance area school. Such cases may also impact a student's athletic eligibility under applicable district and WIAA rules and regulations.

Parent(s) or guardian(s) shall be informed annually of the district's attendance area transfer option. The district shall make available for public inspection the Superintendent of Public

Instruction's annual information booklet on enrollment options in the state at each school building, the central office and local public libraries.

Cross References:	Board Policy 3130	Attendance Areas
Legal References:	RCW 28A.225.270	Intradistrict enrollment options policies
	RCW 28A.225.300	Enrollment options information to parents
	RCW 28A.225.280	Transfer students' eligibility for extracurricular activities
	RCW 28A.225.290	Enrollment options information booklet

Adoption Date: March 8, 2011

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Voluntary Transfer Procedures

Students are required to attend the school designated for the geographic attendance area in which he or she resides. A student's legal residence determines the student's attendance area. Parent(s) or guardian(s) requests for student transfers to a non-attendance area school must be submitted to and approved according to this procedure.

1. Transfer Request Procedure - Elementary and Middle Schools

Students wishing to attend school outside of their attendance area may do so only with the written approval of both the principal of the sending school and the principal of the receiving school. Principals will only consider the unique and justifiable needs and/or substantial hardship of the individual student requesting the transfer and the space (seat) availability in the building. In the event such a transfer is approved, the district assumes no responsibility for transporting the student to any school other than the one to which he or she would normally have been assigned. Further, the district reserves the right to return the student to his or her original school based upon the needs of the district.

Applications for in-district transfers must be received after March 1 and on or before June 1 for the following school year. The district will notify the parent or guardian of the approval or denial between June 1 and September 15. The district must review space (seat) availability which may not be known until September.

2. Transfer Request Procedure - High Schools

Students wishing to attend school outside of their attendance area may do so only with the written approval of the designated district administrator. The district will only consider the substantial hardship of the individual student requesting the transfer and the space (seat) availability in the building. In the event such a transfer is approved, the district assumes no responsibility for transporting the student to any school other than the one to which he or she would normally have been assigned. Further, the district reserves the right to return the student to his or her original school based upon the needs of the district.

Applications for in-district transfers must be received after March 1 and on or before June 1 for the following school year. The district will notify the parent or guardian of the approval or denial between June 1 and September 15. The district must review space (seat) availability which may not be known until September.

For purposes of this policy and procedure, "hardship" means a unique circumstance beyond the control of the student and/or parent or guardian requiring a waiver of residence. Curriculum offerings, usual maturation problems, family situations, or peer relationships do not constitute a

hardship. The burden of providing evidence that a hardship exists shall be borne by the student. There must be a direct causal relationship between the claimed hardship and the student's request for a transfer.

3. High School Extracurricular, Interscholastic Athletics and Activities

Transfers shall not be granted for purposes of student participation in extracurricular activities, or for interscholastic athletics and activities as governed by Washington Interscholastic Activities Association (WIAA) rules and regulations. The following eligibility rules will apply to transfer students regarding enrollment and athletic participation.

- a. Any student who is approved to transfer to and is enrolled in a high school outside his or her attendance area will be allowed to try out and participate in athletics at the freshman, sophomore, and junior varsity levels. Varsity level participation will not be allowed for a period of one (1) calendar year from the first day of attendance.
- b. A student will only be allowed to participate in interscholastic athletics and activities if there is no evidence the student transferred for the purpose of participating in interscholastic athletics and activities or no evidence the student transferred as a result of having been recruited to participate in interscholastic athletics or activities.
- c. If a student transfers (registers and enrolls) at a non-attendance area school, he or she will not be permitted to return to the attendance area school until the end of the current semester. If the student returns to the attendance area school, the student will be ineligible to participate in varsity level interscholastic athletics or activities for one (1) calendar year from the first day of attendance.
- d. A student whose primary, bonafide legal residence changes with the parent or legal guardian to a different attendance area shall be deemed a resident of the new attendance area and the transfer procedures in this section will not apply unless the student requests to remain enrolled at the non-attendance area school. The district may require documentation of the change in residence including, but not limited to, court papers, utility bills, and affidavits.
- e. A student whose parents or legal guardians reside in different locations is deemed to be a resident of the attendance area in which the parent or guardian with primary custody resides (student resides with parent/guardian more than 50% of a non-holiday school week). If primary custody is shared equally between parents or guardians, or if the student is homeless, or is in the custody of the Department of Social and Health Services, the student is deemed to be a resident of the attendance area of the school in which the student is enrolled on the first day of the school year. The district may require documentation of residence including, but not limited to, court papers, utility bills, and affidavits.
- f. Exceptions to the procedures applicable in this section may be granted only in the case of hardship as determined and allowed by the WIAA or designee.

4. Appeal Process

The following process shall be used to appeal a principal's or district administrator's decision to deny an intra-district transfer from an attendance area school to a non-attendance area school. Determinations regarding athletics eligibility shall be heard according to WIAA procedures, and this appeal procedure shall not apply.

- a. The student and the parent/guardian may appeal the principal's or district administrator's decision to the Superintendent. Appeals must be in writing and must be received in the Superintendent's Office no later than three (3) school days after the principal's decision. Any appeal received after the deadline is deemed waived.
- b. The Superintendent may review the appeal or may designate another district administrator to review the appeal. The Superintendent or designee shall respond to the appeal in writing within ten (10) school days of receipt of the appeal.
- c. The student and parent/guardian may appeal the decision of the Superintendent or designee to the Board of Directors in writing within ten (10) school days following the date of notification of the decision. The Board of Directors shall schedule a hearing to review the appeal and the findings and recommendations of the district administration. The decision of the Board of Directors shall be in writing and shall be issued within five (5) school days following the date of the hearing. The decision of the Board of Directors is final.

Adoption Date: February 2009