

## **District Attendance Area Transfers**

### **A. In-District Transfer Request Information**

Students shall attend the school designated for their respective residential area. Any student who wishes to attend a school outside of the designated for their respective residential area may apply for an in-district transfer. All applications for in-district transfers will be considered on an equal basis, except as permitted under RCW 28A.225.270(2) for children of full-time certificated and classified district employees. The district shall provide information on in-district transfer policies to in-district residents on request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form.

### **B. In-District Transfer Application Process**

A parent or guardian may request that his or her child be allowed to attend another school in the district. Requests must be made by completing the In-District Transfer Request Form and submitted to the District Office. The Superintendent shall create procedures to process requests for in-district transfers.

### **C. In-District Transfer Criteria**

Pursuant to RCW 28A.225.270(2), a student who is the child of a full-time certificated or classified employee will be permitted to enroll:

1. At the school to which the employee is assigned;
2. At a school forming the district's kindergarten through twelfth grade continuum which includes the school to which the employee is assigned; or
3. At a school in the district that provides early intervention services pursuant to RCW 28A.155.065 or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.

The district may deny any request for an in-district transfer, including a request for a child of a full-time certificated or classified employee that is not employed at the requested school, if:

1. The student's disciplinary records indicate a history of convictions for offenses or crimes, violent or disruptive behavior, or gang membership;
2. The student has been expelled or suspended from a public school for more than ten consecutive days;
3. Enrollment of the student would displace a child who is a resident within the respective residential area for the school;

4. The student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations;
5. Acceptance of a student would result in the district experiencing a financial hardship; or
6. Acceptance of the student would conflict with RCW 28A.340.080.

In the event, the request for an in-district transfer has not been denied for one of the above reasons, the district will approve, deny or place on a wait list an application for in-district transfer based upon the following priority system:

1. Whether the student is a child of a full-time certificated or classified employee of the district.
2. Whether space is available in the grade level, program or classes at the site in which the student desires to be enrolled.
3. Maintaining established neighborhood groupings.
4. Whether the student is continuing enrollment at the site or in the program.
5. Whether the student has regular and prompt attendance.
6. Whether siblings are enrolled at the same site.
7. Date of application completion (within the Open Enrollment Period).
8. Minimizing disruption of the student's established learning program.
9. Whether the student is making educational progress.

#### **D. In-District Transfer Extra-Curricular Activities and Transportation**

Any in-district transfer student wishing to participate in athletic activities must abide by WIAA Rules and Regulations. If the in-district transfer request is approved, the parent, guardian or adult student shall assume full responsibility for the transportation of the student to and from school.

#### **E. Reporting Transfers out of the District**

When students move out of the district without notification of where they will be enrolling once they have moved, it can be challenging to know how to report the transfer appropriately and ensure the student's educational records are forwarded. To address these challenges, the district will follow the Comprehensive Education Data and Research System (CEDARS) Reporting Guidance for reporting students as confirmed or unconfirmed transfers both inside and outside of Washington.

To confirm the transfer of a student who has emigrated to another country, the district will obtain written confirmation, but need not obtain an “official” writing. This means that if a parent informs a school administrator that the family is leaving the country and will be attending a new school in that country, then the school administrator will document the conversation in writing and include it in the student’s file. The district may then report the out of country transfer as confirmed. However, the district will not report a transfer as confirmed if information that a student has moved is reported from a student’s friend rather than a parent.

Legal References:   RCW 28A.225.225 Applications from nonresident students or students receiving home-based instruction to attend district school — School employees' children — Acceptance and rejection standards — Notification  
                              RCW 28A.225.270 Intradistrict enrollment options policies  
                              RCW 28A.225.290 Enrollment options information booklet  
                              RCW 28A.225.300 Enrollment options information to parents

Management           2020 – May Issue  
Resources:            2003 - June Issue, *Policy News*, “Enrolling Children of School Employees”  
                              2020 – April Issue, *Policy & Legal News*

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