

STUDENT SERVICES

NON RESIDENT STUDENTS**A. Choice Transfer Application Information**

Consistent with Chapter 28A.225 RCW, any student who resides outside the district may apply to attend a school in the district or file the parental declaration of the intent to provide home-based instruction and enroll for ancillary services, if any. All applications for nonresident attendance will be considered on an equal basis. The district shall provide information on inter-district enrollment policies to nonresidents 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. Choice Transfer Application Process

A parent or guardian shall apply for admission on behalf of his or her student by completing the appropriate district application at their resident district. The resident district must notify this district of the application. Upon this district's notice of the application, the building principal of the requested school in this district will review the application to determine whether the application should be approved or denied.

The district in a timely manner shall provide the applicant with written notification of the building principal's approval or denial of the application. If the application is approved, the building principal shall notify, verbally or in writing, the resident district and make necessary arrangements for the transfer of student records. If the application is denied, written notification shall include the parent's or guardian's right to appeal the denial. The parent or guardian must request an appeal, in writing, to the Superintendent or designee within five (5) school business days of receiving the written notification of denial. The written notification may be served by regular mail or by personal service. If service is done by mail, it shall be deemed complete three (3) business days after mailing.

1. Timely Appeal

If the parent or guardian makes a timely written request for an appeal, the Superintendent or designee shall review the application and any materials or information reviewed by the building principal to make a determination if the application should be approved or denied. The Superintendent or designee shall issue his or her decision in writing to the parent or guardian within ten (10) school business days of receipt of the request for an appeal. The written decision may be served by regular mail or by personal service. If service is done by mail, it shall be deemed complete three (3) business days after mailing.

The final decision of the Superintendent or designee to deny the application of a nonresident student may be appealed to the Superintendent of Public Instruction or his or her designee pursuant to the process detailed in RCW 28A.224.230(3).

2. Waiver of Appeal

If there is not a timely request for an appeal, the denial shall be deemed final and any right to an appeal shall be deemed waived.

C. Choice Transfer Criteria

Pursuant to RCW 28A.225.225(1), a nonresident 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 RCW28A.155.065 and/or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such service.

Pursuant to RCW 28A.225.225(2) and (4), the district may deny any application of a nonresident student, including an application for a child of a full-time certificated or classified employee, 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 of the district, except that if a the student is admitted under RCW 28A.225.225(1), that student shall be permitted to remain enrolled at that school, or in the district's kindergarten through twelfth grade continuum, until he or she has completed his or her schooling;
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 nonresident student would result in the district experiencing a financial hardship; or
6. Acceptance of the nonresident student would conflict with RCW 28A.340.080.

In the event, the application of a nonresident student has not been denied for one of the above reasons, the district will approve or deny an application for nonresident admission 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. Whether the student is continuing enrollment at the site or in program.
4. Whether the student has regular and prompt attendance.

5. Whether siblings are enrolled at the same site.
6. Date of application completion (within the Open Enrollment Period).
7. Whether the student is making educational progress.

D. Choice Transfer Duration

Students who request a CHOICE transfer must enroll or continue enrollment at their resident district until the application of the nonresident student has been approved by this district.

CHOICE requests may be revoked at the end of a grading period if the student has difficulties with academic progress, attendance, tardiness, discipline or if continued enrollment poses a risk to the health or safety of other students or staff, or if the student has disciplinary problems.

The enrollment of a nonresident student is limited to one (1) school year. CHOICE Transfers must be renewed for each school year.

E. Choice Transfer Costs/Fees

The district will not charge any transfer fees or tuition costs for enrolling eligible nonresident students. However, a student who resides in a district that does not operate a secondary program will 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.

F. Choice Transfer Extra-Curricular Activities and Transportation

Nonresident students wishing to participate in athletic activities must abide by WIAA Rules and Regulations.

If the CHOICE transfer application is approved, the parent/guardian or student shall assume full responsibility for the transportation of the student to and from school.

Cross Reference	Board Policy 3120	Enrollment
Legal References:	RCW 28A.225.220	Adults, children from other districts, agreements for attending school —Tuition
	28A.225.225	Applications from nonresident student or students receiving home-based instruction to attend district school - Acceptance and rejection standards - - Notification
	28A.225.240	Appeal from certain decisions to deny student's request to attend nonresident district — Apportionment of credit
	28A.225.270	Enrolling Children of Certificated and Classified School Employees
	28A.225.290	Enrollment options information booklet
	28A.225.300	Enrollment options information to parents
	WAC 392-137	Finance — Nonresident attendance

Management Resources:

Policy News, September 1999 School safety bills impact policy

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Policy News, June 2003 Enrolling children of School Employees

Adoption Date: October 11, 2005

Wenatchee School District

Reviewed: 2/22/11;

Revised: 12/15