

## Procedures for Nonresident District Students

Any student who resides outside the district may apply to attend a school in the district. A parent or guardian shall apply for admission on behalf of his or her child. Nonresident admission is valid for one school year. Students who are nonresident must apply annually to continue enrollment.

For nonresident consideration, each applicant must submit the following two documents to the district office:

- **Choice Transfer Request**, a signed release from the home district of the nonresident student.
- **Nonresident Student Transfer Request**, an application for nonresident admission.

All applications for “continuing transfers” will be reviewed on a case-by-case basis considering principal recommendation and school records. Recommendations will be forwarded to the Assistant Superintendent’s office for review.

“Initial transfers” or new applicants may submit applications after January 30<sup>th</sup> of each year. Initial transfers will be considered on a first-come, first serve basis considering continuing renewals before new applicants. The principal or office of enrollment may seek the student’s records prior to making a decision on a new applicant.

Applications for nonresident transfer for grades 1-12 of the following year will not be reviewed until March 15<sup>th</sup>.

**Decisions for nonresident Kindergarten Placement for the following year will not be reviewed until June 30<sup>th</sup>. Applications will be accepted after January 30<sup>th</sup>. Kindergarten nonresident applications will be considered on a first-come, first-serve basis pending space availability.**

**The district may reject or accept an application for nonresident admission based upon the following:**

- Whether space is available in the grade level or programs at the requested building.
- Whether accepting the student would create a financial hardship for the district.
- Whether the student has met fair and reasonable academic, attendance, and/or behavioral standards.
- Whether student’s attendance in the district is likely to create a risk to the health or safety of other students or staff.
- Whether the student’s disciplinary records indicate a history of disruptive behavior; a history of violent or gang membership; or the student has a record of convictions for offenses or crimes.
- Whether the student has been expelled or suspended from a public school for more than 10 consecutive days.
- Whether the student is currently under a suspension or expulsion from a public school.
- Whether the information on the application is complete or has been misrepresented.

Except for students who reside out of state, nonresident **students of full-time certificated and/or classified school employees** shall be accepted unless the nonresident student:

- Has a history of violent or disruptive behavior or gang membership.
- The student has been expelled or suspended from a public school for more than 10 consecutive days.
- The initial enrollment of the child would displace a resident student, however, once the child is admitted, that child may remain enrolled until he or she completes schooling.

The **Enrollment of a nonresident student may be rescinded if:**

- It is discovered that the information provided was incomplete or has changed and/or was materially misrepresented
- The student is expelled from the district under the applicable disciplinary process.
- The student is excessively tardy or truant or if the student frequently engages in misconduct, and/or disruptive behavior of school rules.

If a nonresident student is accepted, **the parent/guardian is responsible for providing transportation for the student.** Decisions for the current year will be reviewed in a timely manner after the application is complete.

Nonresident high school student athletes must meet the eligibility of the Washington Interscholastic Activities Association (WIAA) to participate in varsity sports.

The parent/guardian will be notified by email (or postal mail if email address is not provided) of acceptance and the effective start date, or rejection. If the request is rejected, the notification will include the reason for the denial and steps to appeal the decision. If a district does not respond to a request within 45 days of the request, the request is treated as a denial and the parent/guardian can appeal.

If the application is denied, the parent or guardian may request a meeting with the assistant superintendent to present information pertinent to the application. A final decision will be communicated to the parent in writing within 5 school days. The meeting can be arranged by calling (253) 517-1000.

The final decision of the district to deny the admission of a nonresident student may be appealed to the Superintendent of Public Instruction or his or her designee.

OSPI	Administrative Resources Services	
	Old Capitol Building	
	P.O. Box 472000	or
	Olympia WA 98504	Calling 360-725-6136

Appeals to OSPI can also be found online: [www.k12.wa.us/ProfPractices/adminresources/appeals.aspx](http://www.k12.wa.us/ProfPractices/adminresources/appeals.aspx)

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