



5802 20th St. E.
 Fife, WA 98424
 253.517.1000/
 fifeschools.com

NONRESIDENT STUDENT TRANSFER REQUEST

A "Choice Transfer Request" form from resident district MUST accompany this request.

Transfer Request for the School Year 20__ to 20__ New Request Renewal

Resident School District _____ Requested Fife School: _____

Does the student receive **Special Education Services/IEP or is on a 504 Plan?** Yes No

EDUCATIONAL HISTORY: (List schools attended during the last two years.)

DATES	SCHOOL/LOCATION	GRADE LEVEL	SPECIAL PROGRAMS
____ TO ____	_____	_____	_____
____ TO ____	_____	_____	_____

Student Information (Please Print)

Student: _____ Birth Date _____ Grade Level to be Enrolled: _____
First Middle Last

Parent/Guardian _____ Home Phone _____ Alt. Phone _____

Residence Address: _____ City _____ **WA** Zip Code _____

Reason for Request: (attach additional sheet if necessary)

Behavior (attach sheet with explanation for any yes answers)

- Does the student have a history of disciplinary suspensions or expulsions from school? Yes No
- Has the student been expelled or suspended for more than 10 consecutive days? Yes No
- Is your child currently under expulsion or suspension? Yes No
- Has the student and parent had a formal meeting with school officials regarding school attendance in the past two years? Yes No
- Is the student under court order to attend school or is a truancy petition in process? Yes No

For new students to the district, the following items from their last school attended must be included with this form:

- 1- ATTENDANCE PROFILE
- 2- DISCIPLINE FILE
- 3- TRANSCRIPT (or most current report card)
- 4- HEALTH INFORMATION FORM (Health Care Plan) *if applicable*

(Students should not withdraw from their resident district until approved for enrollment)

Nonresident admission is for all or part of the current year in which this application is accepted. Applicants for nonresident admission must reapply and complete a new application each school year. If a non-resident student is accepted, the parent/guardian is responsible for providing transportation for the student.

I acknowledge that I have read the Notices and Acknowledgements on the back of this form.

Parent/Guardian Signature _____ Date _____

FOR ADMINISTRATIVE USE ONLY:

Approve Deny

Reason for Denial

- Space is unavailable in the grade level requested.
- Space is unavailable in the Program requested.
- Subject to meeting academic, attendance, or behavioral expectations.

 Nancy Fitta, Director of Special Programs Date _____

 Ben Ramirez, Assistant Superintendent Date _____

Criteria for Accepting 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 by completing an Application for Nonresident Student Transfer Request. All applications will be considered on an equal basis. The district will reject or accept an application for nonresident admission based upon the following:

- Whether space is available in the grade level classes, or programs are available 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 significant changes in services, settings, programs, or placement will be required of the district.
- Whether the 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.
- Whether the student's disciplinary records indicate 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.

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.

****Note: Decisions for nonresident Kindergarten Placement for the following year will not be reviewed until August 15th. Applications for nonresident transfer for all other grades of the following year will not be reviewed until April 15th.**

The parent/guardian will be notified by email (or postal mail if an 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
Olympia WA 98504

or Calling 360-725-6136

Appeals to OSPI can also be found online:

www.k12.wa.us/ProfPractices/adminresources/appeals.aspx