

**APPLICATION FOR STUDENT TRANSFER TO NONRESIDENT DISTRICT—CHOICE FORM**

**I. FOR FAMILY USE**

**PLEASE PRINT OR TYPE**

**PLEASE PRESS FIRMLY**

Student \_\_\_\_\_ Birthdate \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Resident School District \_\_\_\_\_ School Attending \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone (Hm) \_\_\_\_\_ (Wk) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address (if different from Mailing) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

I hereby request that the above student be permitted to attend grade \_\_\_\_\_ at \_\_\_\_\_ School in the \_\_\_\_\_ District for the \_\_\_\_\_ school year. **Renewal?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

*Nonresident admission is for all or part of the current school year in which this application is accepted. Applicants for nonresident admission must reapply and complete a new application for the next school year. If a nonresident student is accepted, the student or the student's parent(s) or guardian is responsible for providing transportation for the student.*

**PLEASE RESPOND TO THE FOLLOWING AND SUPPLY ADDITIONAL INFORMATION:**

Is your child currently being tested for a special program (Special Ed, gifted, 504, migrant, bilingual, Title I/LAP?) \_\_\_ Yes \_\_\_ No

*If yes, which program(s)?* \_\_\_\_\_

Is your child in a special education, gifted, 504, migrant, bilingual, Title I/LAP or other special program? \_\_\_\_\_ Yes \_\_\_\_\_ No

*If yes, which program(s)?* \_\_\_\_\_

**Note: Copies of program records, i.e., progress reports, IEP, or 504 Plan must be attached.**

Does your child have a history of disciplinary suspensions or expulsions from school? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your child currently under disciplinary suspension or expulsion? \_\_\_\_\_ Yes \_\_\_\_\_ No

*If yes, you must attach a copy of the disciplinary records.*

**REASON FOR APPLYING:** ATTACH ADDITIONAL SHEET IF NECESSARY (Incomplete applications will not be considered.)

*If daycare/child care, please note name, address, telephone number of sitter/center, and enrollment date.* \_\_\_\_\_

**BEFORE YOU PROVIDE YOUR SIGNATURE:** The above request to attend nonresident school district shall be dependent upon "Criteria for Release of Resident District and Acceptance of Nonresident District Students" established by the nonresident school district. In addition, the nonresident district reserves the right to revoke this transfer at any time throughout the school year if:

- regular attendance is not maintained,
- student does not follow the rules and regulations applicable to all students attending in the nonresident district,
- it becomes necessary to change the education program/setting/placement of the student (WAC 392-172-180),
- information provided by the applicant is incomplete or has been misrepresented,
- parent's fulltime certificated or classified employment with the district ends, or
- nonresident student's presence displaces a resident student or if space in the grade level classes or programs becomes unavailable.

*(Different rules apply to children of school district employees; see criteria sheet)*

When any of the above reasons occur, the transfer approval becomes null and void. Any further consideration for readmission must be based on completion of a new application.

Parent(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

**II. FOR RESIDENT DISTRICT USE:**

**School District:** \_\_\_\_\_

Having examined the circumstances and facts stated, this district hereby **AGREES** to release this student for the \_\_\_\_\_ school year if the student is accepted for enrollment at the non-resident district.

Date \_\_\_\_\_ Signed \_\_\_\_\_

**Resident School Superintendent**

**District Fax Number**

**III. FOR NONRESIDENT DISTRICT USE:**

**School District:** \_\_\_\_\_

**Building Administrator Recommendation:** \_\_\_\_\_ **APPROVE** \_\_\_\_\_ **DENY** \_\_\_\_\_ *Please Initial*

Having examined the circumstances and facts stated, this district hereby **AGREES** to accept this student in to the \_\_\_\_\_ grade for the \_\_\_\_\_ school year.

Having examined the circumstances and facts stated, this district hereby **DENIES** application to accept student for the \_\_\_\_\_ school year.

Date \_\_\_\_\_ Signed \_\_\_\_\_

**Nonresident School Superintendent**

**District Fax Number**

## **CRITERIA FOR RELEASE OF RESIDENT DISTRICT AND ACCEPTANCE OF NONRESIDENT DISTRICT STUDENTS**

A student who resides within the boundaries of the district shall be released to attend another school in another district by completing an Application for Student Transfer to Nonresident District, provided the other district agrees to accept the student if:

- A. A financial, educational, safety, or health condition affecting the student, would be reasonably improved as a result of the transfer;
- B. Attendance at the school in the nonresident district is more accessible to the parent's place of work or to the location of child care;
- C. There is a special hardship or detrimental condition affecting the student or the student's immediate family that would be alleviated as a result of the transfer; or
- D. The student is a child of a full-time certificated and/or classified school employee.

### **ACCEPTANCE OF NONRESIDENT 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 Student Transfer to Nonresident District. All applications will be considered on an equal basis. The superintendent or designee will accept or reject an application for nonresident admission based upon the following:

- A. Whether space is available in the grade level classes, or programs are available at the requested building.
- B. Whether accepting the student would create a financial hardship for the district.
- C. Whether significant changes in services, settings, programs, or placements will be required of the district.
- D. Whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff.
- E. Whether the student's disciplinary records indicate a history of violent or disruptive behavior or gang membership or the student has a record of convictions for offenses or crimes.
- F. Whether the student has been expelled or suspended from a public school for more than 10 consecutive school days.
- G. Whether the student is currently under a suspension or expulsion from a public school.
- H. 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:**

- A. Has a history of convictions, violent or disruptive behavior, or gang membership;
- B. Has been expelled or suspended from school for more than ten consecutive days; or
- C. Initial enrollment of a 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 student or the student's parent(s) or guardian is responsible for providing transportation for the student.

The nonresident district superintendent or designee within 45 days of receipt of the application shall provide all applicants with written notification of the approval or denial. Nonresident admission is for all or part of the current school year in which this application is accepted. Applicants for nonresident admission must reapply and complete a new application for the next school year. No exceptions.

If the request is denied, the parent has the right to appeal the decision to the school board, if applicable, or superintendent of public instruction (OSPI).

**Appeal Notice** – Denial of release of admission: WAC 392-137-190. Requests for appeal shall be addressed to the superintendent of the denying school district, if applicable, or the superintendent of public instruction (OSPI, 360-725-6000). All requests for appeal should contain the following:

- A. The name, age, grade level, and residence, if any of the student.
- B. The name, mailing address, if any, and the legal relationship of the person, if any, filing the notice of appeal on behalf of the student.
- C. In the case of denial of release, documentation indicating the conditions of WAC 392-137-155 has been met and a copy of all documents or other written evidence submitted to the resident district which indicates the grounds for the requested release.
- D. In the case of denial of admission, documentation that the nonresident district has failed to comply with the standards and procedures specified in WAC 392-137-205.

**NOTE:** Contact the superintendent or designee of the district denying the request for specific appeal procedures.