

### **DISTRICT ATTENDANCE AREA TRANSFERS**

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides.

A parent or guardian may request that his or her child be allowed to attend another school in the district.

General transfers may be granted 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 another school in the district is more accessible to the parent's place of work or to the location of child care; or
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer.

General transfers may not be granted if:

- A. There is no space available in the grade level or classes at the building in which the student desires to be enrolled;
- B. There is no appropriate educational programs or services available to improve the student's condition as stated in requesting the transfer;
- C. The student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.
- D. The student has discipline issues, chronic attendance problems, or lacks academic progress; or
- E. The school is not able to adequately meet the needs of the student and/or family based on principal determination.

Specific transfers will be granted under the following conditions:

- A. The student is a child of a full-time certificated or classified school employee. For the purposes of this policy, "full-time employee" means employees who are employed for the full number of hours and days for their job description. Those children shall be permitted to enroll:

1. At the school to which the employee is assigned, or
2. At a school forming the district's K-12 continuum which includes the school to which the employee is assigned, unless:
  - a. The student's disciplinary records indicate a history of convictions for offenses or crimes, violent or disruptive behavior, or gang memberships;
  - b. The student has been expelled or suspended from a public school for more than 10 consecutive days; or
  - c. Enrollment of a child would trigger class-size overload provisions; except that if a child is admitted, that child shall be permitted to remain enrolled at that school, or in the district's kindergarten through twelfth grade continuum until he/she has completed school.

A student who moves to a new attendance area in the district during the school year may elect to transfer at the time of the move or at the end of the semester or grading period.

Duration of the transfer is for the designated school year only or a stated period of time of lesser duration. Acceptance of students who are the children of full-time employees will be for the duration of their schooling or until the parent is no longer an employee.

The superintendent is directed to develop procedures to implement this policy that shall include a process for appealing decisions made regarding student transfers.

Parents shall be informed annually of the district's intradistrict and interdistrict enrollment options and parental involvement opportunities. Information on intradistrict enrollment options and interdistrict acceptance policies shall be provided to nonresidents on request. Providing online access to the information satisfies the notification requirements unless a parent or guardian specifically requests information to be provided in written form.

---

Cross References: Board Policy 3130 Attendance Areas

Legal References: RCW 28A.225.270 Intradistrict enrollment options policies  
 28A.225.300 Enrollment options information to parents

C 36 L 03 Enrolling Children of certificated and classified school employees

Adoption Date: 10/02/95

Revised: 08/19/03, 12/17/13

## **Student Attendance Area Transfers**

Students in the District are required to attend the school designated for the attendance area in which they reside. A parent or guardian may request that a student be allowed to attend another school in the district.

Transfer requests for the next school year will be accepted beginning March 1 prior to the fall semester. The following procedures are to be followed for K-12 student attendance area transfer requests.

### Review in Spring

- A. The parent/guardian obtains the Request for Student Attendance Area Transfer Form No. 3131F.
- B. Approved transfer requests are valid for one school year. Transfer applications must be submitted and reviewed annually.
- C. The parent/guardian completes Section I of the Transfer Request Form No. 3131F and submits it to the requested school.
- D. Principals will meet in the spring to review requests received by March 15. Principals will meet to review the first round of transfer requests not later than the final week in March. Adjustments to building FTE allocations (additions or reductions) will be reviewed through the District staffing process. Parents/guardians will be notified of the decision by the second week of April. Transfer requests may be held for review in the Fall.
- E. Administrators will use the following guidelines as they review transfer requests. They will determine:
  - 1. Whether appropriate educational programs or services are available to improve the student's condition or opportunities as stated in requesting the transfer;
  - 2. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
  - 3. Whether the transfer would allow siblings to attend the same school;
  - 4. Whether the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building;
  - 5. Whether the student has discipline issues, chronic attendance problems, or is lacking academic progress;

6. Whether the school is able to adequately meet the needs of the student and/or family based on principal determination, and
  7. Whether the student is the child of a full-time certificated or classified employee who meets the qualifications for a transfer. (ESSB 5142)
- F. Receiving school principals will notify parents in writing of approved transfer decisions. The attendance-area principal will notify parents in writing of denied transfer requests. If the request for the transfer is denied, the parent or guardian may appeal to the superintendent or designee for review of the decision by the building principal.
1. Appeals must be made in writing within ten (10) working days of the notification of transfer denial.
  2. The decision on the appeal is final.

#### Review in the Fall

- A. Principals will determine the number of places they have available for out of attendance area transfer students no later than the fifth day of school.
- B. Receiving school principals will notify parents within one week of approved transfer decisions. Home school principal will notify parents in writing of denied transfer requests.
1. If the request for transfer is denied, the parent or guardian may appeal to the superintendent or designee for review of the decision by the building principals
  2. The appeal must be made in writing within ten working days of the notification of transfer denial.
  3. The decision on the appeal is final.

The parents/guardians are responsible for providing transportation for their students who transfer between schools.

Lack of academic effort, poor attendance, excessive tardiness, or discipline problems shall provide just-cause for the District to return a student to his/her attendance area school. Transfers of students back to their attendance area schools for any of these reasons will occur at the end of a term unless the time for transfer is mutually agreed upon by both the attendance area school and hosting school principals.

Duration of the transfer is for the designation school year only or a stated period of time of lesser duration. Acceptance of students who are the children of full-time employees will be for the duration of their schooling or until the parent is no longer an employee.

Approved: 12/17/13

REQUEST FOR STUDENT ATTENDANCE AREA TRANSFER
Between Schools in the Aberdeen School District

FOR THE SCHOOL YEAR: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

GRADE LEVEL FOR YEAR OF TRANSFER: \_\_\_\_\_

CURRENT SCHOOL: \_\_\_\_\_

ATTENDANCE AREA SCHOOL FOR YOUR HOME ADDRESS: \_\_\_\_\_

SCHOOL YOU ARE REQUESTING A TRANSFER TO: \_\_\_\_\_

In the space below, identify the basis for the request and the specific reason for this transfer request. Please provide as much information as possible; attach supporting documentation as needed.

- A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer.
Attendance at the school requested is more accessible to the parent's place of work or to the location of child care. Address: \_\_\_\_\_

- Some other special circumstances affecting the student or student's immediate family which could be alleviated as a result of a transfer. Please explain: \_\_\_\_\_

- Parent/guardian is an Aberdeen School District Employee (ESSB 5142)
Parent name: \_\_\_\_\_ Work assignment: \_\_\_\_\_

- I UNDERSTAND THIS APPLICATION IS VALID FOR ONE SCHOOL YEAR AND NEEDS TO BE COMPLETED ANNUALLY (UNLESS I AM A ABERDEEN SCHOOL DISTRICT EMPLOYEE).
PARENT(S)/GUARDIAN(S)/STUDENT ARE RESPONSIBLE FOR TRANSPORTATION BETWEEN THE STUDENT'S HOME AND THE REQUESTED SCHOOL.
LACK OF ACADEMIC EFFORT, POOR ATTENDANCE, TARDINESS, OR DISCIPLINE PROBLEMS SHALL PROVIDE JUST CAUSE FOR THE DISTRICT TO RETURN A STUDENT TO HIS/HER ATTENDANCE AREA SCHOOL.
TRANSFER DECISIONS WILL BE MADE NO LATER THAN THE FIFTH DAY OF SCHOOL.
IF A TRANSFER REQUEST IS DENIED, THE PARENT/GUARDIAN MAY APPEAL TO THE SUPERINTENDENT OR DESIGNEE IN WRITING WITHIN TEN SCHOOL DAYS OF DENIAL NOTIFICATION FOR A REVIEW OF THE DECISION BY THE BUILDING PRINCIPAL.

Signature below indicates that the parent(s)/guardian(s) have read Policy and Procedure 3131 and agree to assume the responsibilities associated with an attendance area transfer as listed above.

Signature of Parent or Legal Guardian

PLEASE SUBMIT TO THE REQUESTED SCHOOL

DISTRICT USE ONLY

- Conversation and discussion with neighborhood school administrator.
Space is available in the grade level or classes at the requested building.
Space is not available in the grade level or classes at the requested building.
Request is not granted due to discipline and/or attendance issues.
Request is not granted because school is not able to adequately meet the needs of the student and/or family based on principal and/or program director determination.

Principal Name: \_\_\_\_\_ Principal Signature: \_\_\_\_\_
District Official: \_\_\_\_\_ District Signature: \_\_\_\_\_