

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