

Attendance Areas and Boundary Transfers

The Superintendent shall establish and modify as necessary school attendance areas. School attendance area (boundaries) maps shall be on file in every school.

Generally, students living in the attendance area of a particular school shall be enrolled in that school; however, students who live outside the boundary of the attendance area may be permitted to enroll on a space-available basis. Whenever a family moves to a different attendance area during the school year, the Superintendent will implement procedures that will cause the least disruption to the student's educational progress. When permission is granted for the student to remain in the school or enroll in the school from outside the attendance area, transportation is the responsibility of the parents/guardians/custodians.

Decisions to permit non-resident students to enroll in a particular school and class shall be fair and equitable, and in accordance with state law, collective bargaining agreements, and the implementing procedures of this policy.

Legal References:	RCW 28A.225.225	Enrolling Children of Certificated and Classified School Employees
	RCW 28A.225.230(3)	Appeal from certain decisions to deny student's request to attend nonresident district - Procedure
	RCW 28A.225.270	Intradistrict enrollment options policies
	RCW 28A.225.290	Enrollment options information booklet
	RCW 28A.225.300	Enrollment options information to parents
	RCW 28A.250.020	Multidistrict online providers – Approval criteria – Advisory Committee
	WAC 392-137-115	Student residence – Definition
	WAC 392-137-155	Appeal to SPI – Denial of release
	WAC 392-172A	Rules for the Provision of Special Education

Management Resources:

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Enrolling Children of School Employees

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The term "parent" as used in this regulation means a parent, guardian or a person having legal custody of a child. If the student is eighteen (18) years or older, or is legally emancipated, the procedures for the parent in this regulation may be exercised by the student.

I. Attendance Area

- A. Attendance boundaries for each school are established by the Board of Directors upon recommendation of the superintendent. Current boundary maps are maintained in the District Office and on the school district website.
- B. Requests for boundary transfers must be completed on an "In-District Request for Boundary Transfer" form and submitted online to the District Office, Office of the Assistant Superintendent. Such requests may include written documentation from parents or other sources that verify the reasons for the request (i.e., welfare of student, statements supporting the request, etc.)
- C. Athletic participation is not a valid reason for a request for a boundary transfer. The Washington Interscholastic Activities Association (WIAA) prohibits athletic participation as a valid reason for enrollment in a school outside of the student's home attendance area.
- D. The District reserves the right to base final decisions on the needs of all schools and students in the district. When fall enrollments in an attendance area substantially exceed class size guidelines, students may be required to attend a school outside their regular attendance area.
- E. Student Residency
 1. Students residing within the Washougal School District boundaries shall attend the school that serves their respective residential area unless individual requests for boundary exceptions have been approved.
 2. A student's residence means the physical location of a student's principal abode, i.e., the home, house, apartment, facility, structure, or location, etc. where the student lives the majority of the time. The following shall be considered in applying this section: (a) the mailing address of the student (e.g., parent's address or post office box may be different than the student's principal abode); (b) the student's principal abode may be different than the principal abode of the student's parent(s); and (c) the lack of a mailing address for a student does not preclude residency under this section (WAC 392-137-115).
 3. When a student who is eligible for special education pursuant to Washington Administrative Code Chapter 392-172A transfers from a resident school district to a non-resident school district, the non-resident district shall be deemed the resident district for the purposes of special education. The non-resident district accepting the student will perform all legal duties otherwise required by the resident district, including the transportation of the transferring student, if so required, as a related service.

II. In-District Boundary Transfer Requests

A. A parent requesting for a student to attend a school other than the one located in their residence area shall complete a boundary transfer application online. The assistant superintendent will accept or deny the boundary transfer request and notify the persons and schools indicated on the form. Each request is considered on an individual basis. The District strives to provide continuity in the educational experience of every child; however, if enrollment increases so the student's class exceeds targeted class size, the boundary transfer may be revoked at any time up through the first week of school. Requests are approved on a yearly basis and carry no expectation of future enrollment. Transportation for students on an approved boundary transfer is the responsibility of the parent.

B. Anticipated Change of Residence

Families who are building a home or plan a change of residence from one attendance area to another may request, with appropriate documentation, a boundary transfer for a child to attend a school prior to the family moving into the attendance area. For example, a third-grade student whose parents will move in October from Hathaway ES to Columbia River Gorge ES may make arrangements with the school district office so that the third-grader can enter the new school, Columbia River Gorge ES, when school starts rather than transfer weeks after the fall term has begun.

Transportation for students on an approved boundary transfer is the responsibility of the parent.

C. Change of Residence During the School Year

Parents of students whose place of residence changes within the school year may request a boundary transfer for their child to continue at the student's original school. The assistant superintendent may allow students to finish the semester or school year if the parent makes such a request to the assistant superintendent using the boundary transfer form. Transportation for students on an approved boundary transfer is the responsibility of the parent.

D. Medical, Personal or Family-Related

Parents may request a boundary transfer for special needs of the student or family, including, but not limited to, the student's health or personal problems, day care provisions, or juvenile authority directives. Requests for such boundary transfers should be made by the parent to the Washougal School District Office.

Transportation for students on an approved boundary transfer is the responsibility of the parent.

III. Decision-Making Criteria for In-District Boundary Transfers

A. Space Availability

1. All applications will be considered on a stringent space-available basis. In the event there is not space available in the grade level, class or program requested,

the student(s) will be placed on a waiting list in the order of the date and time of the request.

2. Washougal School District may deny boundary transfer applications when the average class size per grade at any school reaches two students below the district targeted level.
- B. Attendance, truancy, behavior records, or misconduct may be a basis for denial or revocation.
- C. Assurance of Program Continuity
1. Students whose family can document they are building a home or otherwise anticipate a change of residence may be admitted into the school assigned to their new residence on a space-available basis.
 2. A student whose place of residence changes during the school year may be allowed to finish the year at the school where he/she currently is enrolled, provided that in the discretion of the district, in consultation with the assistant superintendent, the principal, the director of Special Services, or superintendent, subject to the criteria outlined in A. and B. above.

Transportation for students on an approved boundary transfer is the responsibility of the parent.

- D. Completion of School Program – In Priority Order
1. Students who have completed the fourth grade or seventh grade in the year prior to the district boundary changes may be permitted to remain at their original school the following year to complete the school program, subject to the criteria outlined in A. and B. above.
 2. The following priority applies in the event of district-initiated attendance area changes where in-district students request boundary transfers to remain at their former schools. Students who reside in the attendance area formerly designated as the attendance area for the school to which the student requests a boundary transfer shall have priority for one year over students requesting a boundary transfer to attend their former school where they attended by a boundary transfer, subject to the criteria outlined in A. and B. above.
 3. Priority will be given to students currently on boundary transfers over new requests for boundary transfers, subject to the criteria outlined in A. and B. above.

Transportation for students on an approved boundary transfer is the responsibility of the parent.

IV. False Information

If a building principal or program director discovers that a false address or other information has been given on a student's registration form or boundary transfer request and that the student in fact resides outside the attendance area, the principal or program director shall notify the parent in writing that a boundary transfer request must be submitted and approved for the student's enrollment to continue. The boundary transfer

request (in-district or non-resident) must be submitted to the Washougal School District Office within fourteen (14) days of receipt of the letter. Failure to submit the appropriate boundary transfer request will be grounds for withdrawing the student from the school.

V. Out of District (non-resident) Boundary Transfers

Any student who resides outside Washougal School District may apply to attend a school within the District. All applications will be considered on an equal basis. The District will accept for enrollment students who reside in other school districts when a situation exists which warrants such action provided space is available in the class, the grade level, or program of the school in which the student requests to attend. The District strives to provide continuity in the educational experience of every child; however, if enrollment increases so the student's class exceeds targeted class size, the boundary transfer may be revoked at any time up through the first week of school. Requests are approved on a yearly basis and carry no expectation of future enrollment. Transportation for a student on an approved non-resident boundary transfer is the responsibility of the parent.

A. Procedure for Admission or Denial of Non-Resident Student

1. A student who resides in a district that does not operate a secondary program will be permitted to enroll in secondary schools in the Washougal School District in accordance with state law and regulation relating to the financial responsibility of the resident district.
2. The Washougal School District Office, upon receipt of written notification from another district stating that a student has been released from that district and that the student is seeking enrollment in the Washougal School District, will research the possibility of accepting the student for enrollment and make a recommendation to the superintendent or designee.
3. To be eligible for acceptance to the Washougal School District, the student must have a current application for attendance in non-resident district on file. The parent's signature on the application represents that the student meets or exceeds the expectations of behavior, academic achievement, and attendance as established by the accepting school and Washougal School District at the time of application. Misrepresentation may lead to the immediate denial or revocation of this application.
4. The superintendent or designee, in a timely manner, will provide all applicants written notification of the approval or denial of a non-resident student's enrollment application. If the student is to be admitted, the superintendent or designee will notify the resident district. 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 pursuant to the process detailed in RCW 28A.225.230(3).

B. Criteria for Decision Making for Admission of Non-Resident Students

The superintendent or designee will accept or reject an application for non-resident admission based upon the following standards:

1. Whether acceptance of a nonresident student would result in the District experiencing significant financial hardship;
 2. Whether the grade level or class at the building in which the student desires to be enrolled has the capacity for additional students;
 3. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting the release from his or her district of residence;
 4. Whether the student's attendance in the District is likely to create a risk to the health or safety of other students or staff;
 5. Whether the student's disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concern mainly for criminal purposes);
 6. Whether the student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the District's policy for readmission and reengagement of suspended or expelled students; and
 7. In the event that requests for boundary transfers exceed the grade level, class or program's capacity, non-resident students shall be placed on a waiting list in the order of the date and time of the request.
- C. A student whose place of residence changes during the school year may be allowed to finish the year at the school where he/she currently is enrolled, provided they continue to meet the criteria outlined in B.
- D. Attendance, truancy, behavior records, or misconduct may be a basis for denial or revocation. The decision is at the discretion of the principal, in consultation with the assistant superintendent, the director for Special Services or superintendent.
- E. Procedures for Release of Resident Students
1. In all cases in which a resident student is released, the student or the student's parent(s) will be solely responsible for transportation.
 2. The parent or guardian will request the release of his/her child by completing the appropriate district form including the basis for the request and the signature of the superintendent, or his or her designee, of the school district which the student will attend.
 3. The superintendent or designee will grant or deny the request for release according to the criteria stated below (F.), and promptly notify the parent in writing of his/her decision.
 4. Information on inter-district acceptance policies will be provided on request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form.

F. Decision Making Criteria for Release of Students Who Reside In District

The release of students residing within the Washougal School District boundaries to enroll in another district shall occur when a situation exists which warrants such action, and the other district agrees to accept the students.

A student who resides within the boundaries of the District shall be released to attend school in another district that agrees to accept the student if:

1. A financial, educational, safety or health condition affecting the student would be reasonably improved as a result of the transfer; or
2. Attendance at the school in the non-resident district is more accessible to the parent's place of work or to the location of child care; or
3. 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. Special hardship or detrimental condition includes a student who becomes a resident of the district in mid-year. Such a student may apply for a release to complete the current school year only in his or her former district of residence, if transferring mid-year would create a special hardship or detrimental condition; or
4. The student is a child of a full-time certificated or classified school employee (see II. D. 1. - RCW 28A.225.225 and RCW 28A.225.270); or
5. Parent(s) have signed a contract to buy, build or rent a residence in another district and request that their student(s) be released so they may be enrolled in the district where the family expects to become residents; or
6. The purpose of the transfer is for the student to enroll in an online course or online school program offered by an online provider approved under RCW 28A.250.020.

VI. Children of Full Time Employees

A. In accordance with RCW 28A.225.225 and RCW 28A.225.270, the District shall accept applications from in-state, non-resident students who are children of full-time school employees. Those children shall be permitted to enroll at the school to which the employee is assigned or at a school forming the K-12 continuum, which includes the school to which the employee is assigned, unless:

1. the student's disciplinary record indicates a history of convictions for offenses or crimes, violent or disruptive behavior, or gang membership;
2. the student has been expelled or suspended for more than ten (10) days;
3. enrollment would displace a child who is a resident of the District; or
4. the student repeatedly failed to comply with requirements for participation in an online school program.

B. Once the child is enrolled under this section, and the parent continues full time employment in that particular school, the child shall be permitted to remain enrolled

- at that school or in the District's K-12 continuum until he or she has completed his or her schooling.
- C. If the parent changes employment within the district, the student will be allowed to stay at that particular school through the end of grade 5, 8, or 12 or move to a school within the K-12 continuum of the employee's school on a space available basis. At the end of grades 5, or 8, the student will either attend their home school, or a school within the K-12 continuum of the school where the employee now works.
 - D. If the employee no longer works in the district, the student will remain through grades 5, 8, or 12 in that school but will need to apply for a boundary transfer to middle school or high school following boundary policies. A boundary transfer request must be completed.

VII. Appeal Process

- A. In a timely manner, the superintendent or designee shall provide all applicants for release or admission with written notification of the approval or denial of the application. All non-resident admission applicants will receive written notice of approval or denial within forty-five (45) calendar days.
- B. Appeals of a denial or revocation of in-district boundary exceptions for students residing within the Washougal School District will be directed to the superintendent.
- C. Appeals for admission of non-resident students or release of resident students to attend a different district shall be addressed to the Office of Superintendent of Public Instruction, Legal Services Offices of Superintendent of Public Instruction, P.O. Box 47200, Olympia, WA 98504-7200, in accordance with WAC 392-137-155 through 200.