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. Requests must be submitted in writing. Secondary students who request attendance area transfers are subject to the Washington Interscholastic Activities Association’s eligibility rules.

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. Special hardship or detrimental conditions may include a student who moves to a new attendance area in the district during the school year. The student may elect to transfer at the time of the move or at the end of the semester or grading period. For a high school sophomore or junior, transfers may only be approved to coincide with the beginning of a new grading period. A senior may elect to finish the school year without transferring to a new school, but must declare his or her preference prior to the beginning of the last semester.

The district will work with school principals to determine:

1. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
2. Whether appropriate transportation, educational programs or services are available to improve the student's condition as stated in requesting the transfer; and
3. 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.

Transfers will be granted if the student is a child of a full-time certificated or classified school employee unless:

A. The student has a history of convictions, violent or disruptive behavior, or gang membership;

B. The student has been expelled or suspended from school for more than ten consecutive days; or

C. Enrollment of a child would displace a child who is already enrolled (the resident child must be permitted to remain enrolled until he or she completes his or her schooling).

Parents will be informed annually of the district's attendance area transfer option. The district will make available for public inspection the Superintendent of Public Instruction's annual information booklet on enrollment options in the state at each school building, the central office and local public libraries. This information will also be available on the website of the Superintendent of Public Instruction.

Appeals of transfer decisions can be made to the superintendent, who will review the fair application of policy and procedure requirements. The superintendent’s decision on transfer appeals shall be final.
Legal References:  

- **RCW 28A.225.225**  
  Enrolling Children of Certificated and Classified School Employees  
  Intradistrict enrollment options policies  
  Enrollment options information booklet  
  Enrollment options information to parents

Management Resources:  

- *Policy News, June 2003*  
  Enrolling Children of School Employees

Adoption Date: 11.23.10  
Washougal School District  
Revised: 02.28.12; 06.25.13
IN-DISTRICT BOUNDARY TRANSFER GUIDELINES

1. Approval decisions will be made based on each school’s capacity to accept additional students at the grade level.

2. To continue enrollment on transfer to a different school, the parent must fill out a new Transfer Request Form each year.

3. The district’s intent is to allow transfer students and their siblings to continue enrollment at their transfer school, but annual approval is necessary in the event of a change in enrollment.

4. A parent may reverse an approved in-district transfer request one time during the school year, and have his/her child enrolled in their neighborhood/boundary school.

5. The school principal may reverse the approved transfer request if the student has excessive tardies and/or absences, poor academic progress, and/or behavior issues.

6. Transfer decisions made by the district are final. Appeals regarding fair application of the policy and procedure may be submitted in writing to the superintendent.

Transportation Conditions

A. Parents must provide transportation for students on an approved transfer to a school that is not their neighborhood/boundary school, unless required by law.

B. Limited transportation using established bus stops/routes is provided for students who have been approved to attend Cape Horn-Skye Elementary School, Canyon Creek Middle School, and Jemtegaard Middle School.

C. Parents/guardians must provide their own transportation for students who are approved to attend Gause Elementary School or Hathaway Elementary School on a boundary transfer. However, if the parent, guardian or childcare provider can get the student to an existing bus stop for the approved school, and there is sufficient room on that bus, the district will allow the student to ride the bus to his/her transfer school.

Please refer to Board Policy 3131 – In-District Boundary Transfers for specific regulations and processes.
District Attendance Area Transfers

Parents may request an In-District Boundary Transfer Request that, if approved, would allow the student to attend another school in the district. The District will provide transportation for students whose boundary area school is in the federal definition of a school that has not made Adequate Yearly Progress and is in Improvement Status. Parents must provide transportation for students on an approved transfer to a non-boundary school for all other District schools. Forms for requesting a boundary transfer are available online at www.washougal.k12.wa.us/districtinfo/boundaries.htm or at the elementary and middle school offices.

The District will accept transfer requests from the first school day in March through the last Friday in August for the following school year. Transfer requests received by Friday of the third week in May will be reviewed by the District, and parents will be notified in writing on or before the last school day in May:

1. If the transfer request has been approved, and which child(ren) at which grade levels have been approved if the transfer request was for more than one child in a family.
2. If the transfer cannot be considered until the end of August due to anticipated school enrollment increases, class size concerns, state funding to the District, and/or District adherence to (NCLB) requirements. In this case, parent notification will occur in writing indicating whether or not the transfer request has been denied or whether the family must wait until the end of August to receive final notification regarding the transfer request.

If more requests are received by the District than can be approved, the District will conduct a lottery, randomly and anonymously selecting from the transfer forms received, dated from the first school day in March through the Friday of the third week in May, the total that can be approved. The siblings of lottery selected applicants will be approved as a second priority, providing there is room at the grade level and school for the sibling of a student approved through the lottery system.

The transfer requests of non-resident, out of District students received between the first school day in March and the Friday of the third week in May, will be considered by the District. Continuing non-resident students will either be approved or will be asked to wait until the end of August for the District decision. Non-resident transfer request families will receive written notification from the District by the end of May. New non-resident, out of district transfer requests will not be considered by the District until the end of August and parents will be notified prior to the beginning of the school year if possible. If more “first-time” non-resident transfer requests are received than the District has capacity to accept, a random, anonymous lottery will be conducted by the District to determine which limited number will be approved.

The District will continue to accept transfer requests after the third Friday of the third week in May through the end of August. If it is possible for the District to approve additional transfer requests at the end of August, the transfer requests dated as received between the first school day in March through the Friday of the third week in May will be considered first. The District will institute a random and anonymous lottery system if limited space for transfer requests is necessary. Families will be notified as soon as possible and prior to the first day of school regarding their transfer request.

Families new to the Washougal community and school district who were unable to submit a
transfer request by the third Friday in May will be considered with the requests that were received by the District from the first school day in March through the Friday of the third week in May should the District still have space available to approve transfer requests in August prior to the beginning of the school year. Appeals of transfer decisions can be made to the Superintendent who will review the fair application of policy and procedure requirements. The Superintendent’s decision on transfer appeals shall be final.

**Federal No Child Left Behind Act Requirements:**

NCLB requires that the District offer public school choice to students who were attending a school that received Title IA funds and that has not demonstrated adequate yearly progress for two consecutive years in one of the core subject areas. Prior to considering any transfer requests from schools in the District that do not fall into these NCLB categories, the District must first approve transfer requests from these schools to other District schools, providing that there is room and that class size and building/classroom capacity issues have been considered.

The District will notify the families of children attending District schools that have not made Adequate Yearly Progress and that fall into Improvement Status by mid August of each year. If the transfer requests received by the District from parents whose children attend schools in Improvement Status exceed the capacity of the District to approve all of the requests, the District will apply specific criteria in determining which transfer requests will be approved. The criteria considered by the District will include, but not be limited to, an individual child’s academic achievement, progress, attendance, etc.

Once a District school that has been in Improvement Status meets the Adequate Yearly Progress requirements for two years in a row, the District transfer policy will apply in the same way that it applies to District schools that have never been in Improvement Status.

In considering transfer requests for schools not impacted by NCLB requirements, the District will apply the follow guidelines:

Approve the transfer requests of a family wishing to have their child(ren) continue attending a different District school, other than the boundary school. Revocation of transfer request will be based upon longevity of attendance at the non-boundary school.

Approve the transfer requests of an out-of-district family wishing to have their child(ren) continue attending a District school. Revocation of transfer request will be based upon longevity of attendance at the school.

Approve the transfer requests of district employees. A district shall permit the children of full-time certificated and classified school employees to enroll at:

1. The school to which the employee is assigned;
2. A school forming the district's K through 12 continuum which includes the school to which the employee is assigned; or
3. A school in the district that provides early intervention services pursuant to RCW 28A.155.065 or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.

For the purposes of the law, "full-time employees" means employees who are employed for the
full number of hours and days for their job description. The district may deny the employee's request if the student has a history of convictions, violent behavior, expulsion or suspension for 10 days or more from another school.

Approve transfer requests for the siblings of children who are already attending a District school on a transfer.

Approve new transfer requests for resident students.

Approve new transfer requests for non-resident students.
Date: 06.25.13  
Washougal School District