Nonresident Students

Any student who resides outside the district may apply to attend a school in the district or file the parental declaration of the intent to provide home-based instruction and enroll for ancillary services, if any. All applications for nonresident attendance or home-based instruction will be considered on an equal basis.

The Washougal Board of Directors annually will inform parents of the interdistrict enrollment options and parental involvement opportunities. Information on interdistrict acceptance policies will be provided to nonresidents 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.

A parent or guardian will apply for admission on behalf of his or her child by completing the appropriate district application. The superintendent will develop an application form which contains information including, but not limited to, the current legal residence of the child and the school district in which he or she is currently enrolled or receiving home-based instruction, the basis for requesting release from the resident district and the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the district.

The district will accept or reject an application for nonresident admission based upon the following standards:

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 educational programs or services are available to improve the student’s condition as stated in requesting release from his or her district of residence;
3. Whether the student’s attendance in the district is likely to create a risk to the health or safety of other students or staff;
4. Whether the student’s disciplinary records 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 concert mainly for criminal purposes); and
5. 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 of expelled students.

If the non-resident student is the child of a full-time certificated or classified school employee the district will accept the transfer request unless the nonresident student:

1. Has a history of convictions, violent or disruptive behavior, or gang membership;
2. Has been expelled or suspended from school for more than ten consecutive days; or
3. Enrollment of a nonresident 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).

A student who resides in a district that does not operate a secondary program will be permitted to enroll in secondary schools in this district in accordance with state law and regulation relating to the financial responsibility of the resident district.
The superintendent in a timely manner will provide all applicants with written notification of the approval or denial of the application. If the student is to be admitted, the superintendent will notify the resident district and make necessary arrangements for the transfer of student records.

If the application is denied, the superintendent will notify the parent or guardian of the right to appeal to the Superintendent of Public Instruction or his or her designee.

Cross References: Board Policy 3120

Legal References:  
RCW 28A.225.220 Adults, children from other districts, agreements for attending school — Tuition  
RCW 28A.225.225 Enrolling Children of Certificated and Classified School Employees  
RCW 28A.225.240 Apportionment credit  
RCW 28A.225.290 Enrollment options information booklet  
RCW 28A.225.300 Enrollment options information to parents  
WAC 392-137 Finance — Nonresident attendance

Management Resources:  
Policy News, June 2003 Enrolling children of School Employees  
Policy News, September 1999 School safety bills impact policy
APPLICATION FOR STUDENT TRANSFER TO NONRESIDENT DISTRICT

I. FOR FAMILY USE

<table>
<thead>
<tr>
<th>PLEASE PRINT OR TYPE:</th>
<th>PLEASE PRESS FIRMLY</th>
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<tbody>
<tr>
<td>Student __________________________</td>
<td>Birth date __________</td>
</tr>
<tr>
<td>Resident School District _______________</td>
<td>School Attending _______________</td>
</tr>
<tr>
<td>Parent/Guardian _______________</td>
<td>Phone (Hm) _______ (Wk) _______</td>
</tr>
<tr>
<td>Mailing Address __________________</td>
<td>City _______________</td>
</tr>
<tr>
<td>Physical Address (if different from Mailing) __________________</td>
<td>City _______________</td>
</tr>
</tbody>
</table>

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? _______________

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

If yes, you must attach copies of program records, i.e., progress reports, IEP, or 504 Plan. Which program? _______________

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, and there is not room in the program to which the student would need to change,
• 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 placement at the beginning of each school year 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 reverse side.)

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:

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/Designee __________________________ School District __________________________

III. FOR NONRESIDENT DISTRICT USE: (select one)

☐ Having examined the circumstances and facts stated, this district hereby AGREES to accept this student in to the _______________ grade for the school year. Effective date: _______________

☐ Having examined the circumstances and facts stated, this district hereby DENIES application to accept student for the _______________ school year. (See reverse side for appeal procedure)

Date _______________ Signed __________________________

Nonresident School Superintendent/Designee __________________________ School District __________________________

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 likely 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; or
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;
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 but within the state of Washington 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 in which the student would need to be enrolled 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 10 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, and based on the student’s current IEP transportation is not a related service, 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 within 10 days of the denial notice to appeal the decision to the school board, if applicable, or 30 days to appeal to the superintendent of public instruction (OSPI), if applicable. 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 have 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.

Rev. 6/09