

## **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, to the district office on a form provided by the district, with a copy to the principal of the building at which the student is currently assigned. 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 condition includes, but is not limited to, the following:

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. 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.

- D. Request is in response to district options pursuant to No Child Left Behind Act.

The principal of the currently-assigned school shall consult with the principal of the school to which the student desires to transfer 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.

Information resulting from the administrator's discussions shall be provided to the District enrollment Committee.

Transfers must 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 a resident of the district (the child must be permitted to remain enrolled until he or she completes his or her schooling).

In all cases in which a student is granted an attendance area transfer, the student or the student's parent shall be solely responsible for transportation, except that a student may ride on an established

district bus route if the superintendent determines that the district would incur no additional cost. Parents shall be informed annually of the district's attendance area transfer option. The district shall 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.

Cross References: Board Policy 3130

Legal References: RCW 28A.225.270  
28A.225.300  
28A.225.290

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Management Resources: *Policy News*, June 2003

District Attendance Areas

Intradistrict enrollment options policies  
Enrollment options information to parents  
Enrollment options information booklet

Enrolling Children of Certificated and  
Classified School Employees

Enrolling Children of School Employees

**Adoption Date: 08/24/2009**