

STUDENTS

Admission of Non-Resident Students

A parent or guardian may request a variance to allow his or her child to attend the District as a non-resident. Requests for variances must be submitted annually, in writing, to the District Business Services Department.

Secondary students who request transfers are subject to the Washington Interscholastic Activities Association's eligibility rules.

Process:

1. Requests to attend a school in the District shall be submitted to the student's resident District through the State's Choice Transfer system no later than the first school day of March each year.
2. The principals on the elementary and secondary variance review committees (Committees) will seek to make determinations by the last school day of March. Space availability will be determined based primarily on projected enrollment and available staffing.
3. Parents will be notified in writing (electronically or by mail) following the decision concerning their variance application.
4. The Committees will meet as needed from March 1 to September 15 to review variance requests and/or decisions in light of projected and actual enrollment and available staffing in programs, schools and grade levels. If the District determines that a school, program or grade level cannot accommodate variance students, it will be closed to variances.
5. Variances must be re-applied for annually.

Appeal Process:

1. A student or parent/guardian or adult student may appeal the decision concerning their variance application. The request for appeal must be received in the Business Services office within seven calendar days of the postmark on the communication of the variance decision.
2. The request for appeal will be in the form of a letter to the Committee and must identify any relevant facts the student or parent/guardian believes the Committee overlooked in making its decision and any other reasons that the student or parent/guardian believes that the decision of the Committee should be reviewed.
3. The Committee will conduct a review of its decision based on additional information provided.
4. The parent/guardian will be notified in writing via certified and electronic mail of the Committee's review decision.

5. If the appeal is denied by the Committee, the parent/guardian may appeal in writing to the Superintendent or designee within seven calendar days of the postmark on the communication of the Committee's appeal decision. The appeal should state the relevant facts cited to the Committee and any other extenuating circumstances not previously stated.
6. The decision of the Superintendent or designee shall be the final action of the District.
7. The final decision of the District to deny the admission of a nonresident student may be appealed to the Office of Superintendent of Public Instruction
Administrative Resource Services – Transfer Appeal

Office of Superintendent of Public Instruction
PO Box 47200
Olympia, WA 98504-7200

Transportation:

The District assumes no obligation for the transportation of non-resident students admitted under this policy.

Denial/Revocation:

A variance may be denied or revoked based upon the criteria stated in Policy 3141.

Adoption Date: October 27, 1993

Revision Dates: May 13, 1998
August 22, 2007
February 11, 2009
July 16, 2012
September 23, 2015
February 22, 2016
October 24, 2016
December 13, 2017