



# Snohomish School District In-District Variance Request

Student Enrollment  
1601 Avenue D  
Snohomish, WA 98290  
360-563-7240  
[choicetransfers@sno.wednet.edu](mailto:choicetransfers@sno.wednet.edu)

## Section 1: To be completed by Parent/Guardian (please print)

School Year 20\_\_\_\_ - 20\_\_\_\_

Student \_\_\_\_\_  
Name Date of Birth Age Grade Entering

Resident School \_\_\_\_\_ Requested School \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Email Address: \_\_\_\_\_  
Print Name Print Email Address Legibly

Phone No. \_\_\_\_\_ Address \_\_\_\_\_  
Street City State Zip

Identify the basis for the request. Mark applicable box(es) and give as much information as possible.

Has student been suspended or expelled from a previous school?  Yes - If yes, what school? \_\_\_\_\_  No

Continuing attendance at same school (# of years at school) \_\_\_\_\_ Please state the reason for the initial request and be specific:

- The school requested is more accessible to parent's place of work.
- The school requested is more accessible to the location of child care. State specific information/child care address if applicable:
- A safety or health condition would be reasonably improved as a result of the transfer. Please explain, be specific:

A special hardship or detrimental condition affecting the student or student's immediate family would be alleviated as a result of the transfer. Please explain, be specific:

A financial or educational condition affecting the student would be reasonably improved. Please explain, be specific:

In addition to the foregoing, any in-district transfer must be in compliance with all district policies including those relating to student attendance, academic standards, and class size. I understand this form must be fully completed to be considered for variance approval. I further understand it is the responsibility of the parent to provide transportation to and from school.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

**Return the completed form to the District Office. Attention: Choice Transfers, Business Services Department.**

## Section 2: To be completed by the District Variance Review Committee

### Approval

\_\_\_\_\_ Permission to attend the requested school is granted due to verified child care location or place of employment.

\_\_\_\_\_ Appropriate educational program or services are available to improve the student's condition as stated in Section 1.

\_\_\_\_\_ Enrollment is contingent upon space availability determined on second Monday in September.

**Denial:** Request has been denied for the following reason: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Variance Review Committee Designee/Principal

Parent contacted by principal/school \_\_\_\_\_

Parent contacted by district office \_\_\_\_\_

## **Request for School Attendance Area Variance**

The School Board is committed to providing comparable, excellent schools throughout the Snohomish School District. Therefore, students are expected to attend the school in their attendance area. However, the Board recognizes that individual circumstances sometimes warrant the transfer of a student. These procedures establish an attendance variance process for secondary students that enables the district to respond to unique and justifiable needs, and at the same time avoid disruption to school programs.

It is the Board's expectation that such procedures grant secondary attendance variances based first on availability of space, and then on a limited set of other criteria, primary among them a demonstration of substantial hardship. Requests are to be received no later than March 31 prior to the first day of school year for which the request is being made.

## **Variance Process**

In-district transfer between secondary schools - A parent/guardian or adult student may request to attend a district school outside the student's designated school attendance area. Decisions regarding the variance request will be made by the District Variance Review Committee. Variances will be granted only if the applicant meets one or more of the criteria specified below and the receiving school has available enrollment capacity.

## **Appeal Process**

A student or parent/guardian may appeal the District Variance Review Committee's decision to the Superintendent. The request for appeal must be received by the Superintendent or designee within five business days following the communication of the committee's decision.

## **Determination of Available Capacity**

The District shall be sole determiner of the available enrollment capacity at each secondary school for the upcoming school year. In making these determinations, it will consider: Its commitment to provide comparable schools at each grade level; each school's ability to operate an effective and efficient educational program; and each school's physical capacity and enrollment projections.

## **Variance Criteria**

Assuming the availability of space, district variances will be granted according to the following criteria:

**Substantial Hardship** - The District Variance Committee will determine on a case-by-case basis whether substantial hardship exists. The burden of demonstrating substantial hardship shall be on the requesting parent/guardian or adult student.

The committee will consider the following factors, among others, in making its determination:

- Unique circumstances beyond the control of the student or parent/guardian
- Significantly different circumstances than those that exist for other students or parent/guardians at the resident school
- Whether an attempt has been made to access resources at the student's resident school that may ameliorate the circumstances.

## **Terms of Variances Granted**

A variance shall be granted for one year and is subject to renewal thereafter.

*The entire text of Policy 3130P can be viewed on the district website at [www.sno.wednet.edu](http://www.sno.wednet.edu).*