

Students

Enrollment

The Superintendent or designee will develop procedures for enrolling students, recording attendance behavior and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has:

- A. Any history of placement in a special education program;
- B. Any past, current or pending disciplinary actions;
- C. Any history of violent behavior;
- D. Adjudications or convictions described in RCW 13.04.155, , which include violent offenses, a sex offenses, firearm or dangerous weapon offenses, and controlled substance offenses;
- E. Any unpaid fines or fees from other schools; and
- F. Any health conditions affecting the student's educational needs.

The school enrolling the student will request the student's permanent records – including records of disciplinary action, history of violent behavior or behavior listed in RCW 13.04.155, attendance records, immunization records, and academic performance from the school the student previously attended.

If a school principal receives information about adjudications or convictions described in RCW 13.04.155, they will follow the procedure described in Policy 3143 – Notification and Dissemination of Information and Student Offenses and Notification of Threats of Violence or Harm.

The district will require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements. The district will not require proof of residency or any other information regarding an address for any student who is homeless. For students who meet the definition of homeless, the district will immediately enroll the student, including while any enrollment dispute is pending (see 3115 – Students Experiencing Homelessness – Enrollment Rights and Services).

The district will not inquire into a student's citizenship or immigration status or that of the student's parents/guardians.

The district will continually accept applications, including electronic applications, for enrollment and course registration for a student of a military family transferred to, or is pending transfer to, a military installation within the state (see 2100 – Educational Opportunities for Students with a Parent in the Military).

The request for enrollment may be made by the student, parent or guardian.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district’s responsibilities under the attendance laws, the district will be diligent in maintaining such records.

Cross References: Policy 2255 – Alternative Learning Experience Courses
 Policy 2100 – Educational Opportunities for Student with a Parent in the Military
 Policy 3115 – Students Experiencing Homelessness- Enrollment Rights and Services
 Policy 3143 – Notification and Dissemination of Information and Student Offenses and Notification of Threats of Violence or Harm.

Legal References:

RCW 28A.225.215	Enrollment of children without legal residences
RCW 28A.225.216	Children of military families- Residency
RCW 28A.225.330	Enrolling students from other districts— Requests for information and permanent records – Withheld transcripts – Immunity from liability – Notification to teachers and security personnel - Rules
WAC 392-121-108	Definitions - Enrollment exclusions
WAC 392-121-182	Alternative learning experience requirements
WAC 392-121-122	Definitions—Enrolled Full-time equivalent students
WAC 392-169-022	Running start student—definition

Classification: Essential

Adoption Date: June 24, 1992
Revised: July 27, 1994
Revised: October 12, 1994
Revised: June 17, 1998
Revised: August 10, 2022