

ADMINISTRATIVE PROCEDURES

School Assignment

Students in grades K –12 will attend a district school determined by their residence. No student will be enrolled in a school outside his or her geographic attendance area without prior approval in accordance with these procedures.

Students must register in the school serving their geographic attendance area even though a request is pending for in-district transfer. Registration in the requested school will not be permitted until the student has received written approval for in- district transfer.

The principal or designee of each school will be responsible for checking student enrollment records to determine that each student is a legal resident of that school's attendance area or has an approved authorization for in-district transfer.

Annual Transfer Process

The annual in-district transfer request period for 1st grade through 12th grade students (including 10th Street and the Marysville Cooperative Education Program) shall be February 1 through June 1. Annual transfer request period for incoming Kindergarten students shall be the first business day in March through - June 1.

Requests for transfers will be accepted between February 1 and June 1 (known as Open Enrollment Period) for the following school year. The parent/legal guardian must complete and sign the transfer request form and submit it to the resident area school or the district office. Students 18 years of age or older may sign their own form.

For the upcoming school year, parents/legal guardians submitting transfer requests to the resident area school between February 1 and February 28 will be notified of approval/denial of such requests no later than March 15.

For the upcoming school year, parents/legal guardians of incoming Kindergarten students may submit a transfer request between March 1 and June 1 will be notified no later than June 15.

Parents/guardians (for grades 1-12 only) submitting requests for transfers after February 28, but before June 1, will receive notification no later than June 30. These requests will be reviewed and prioritized in accordance with the criteria listed in paragraph two of ***Annual K-12 Transfer Requests (below)***. Students who reside within the boundaries of the district who submit a transfer request on or before April 1 shall have the priority over nonresident students submitting a choice transfer request under Board Policy 3141 and Procedure 3141P.

The district and all schools shall widely publicize the annual in-district transfer period. This publication will state any anticipation of certain schools or grade levels being full and closed to transfers.

How to Apply- All grades:

Requests for K-12 in-district transfers must be initiated by the parent(s)/guardian(s) by submitting the Marysville School District Annual In-District Transfer Request form to the resident area school to which the student is currently assigned, the district office, or online via the district website. It is the sending school's principal/designee responsibility to then file the form with the district Teaching and Learning Department.

Notification

During the annual open-enrollment window, the Executive Director of Teaching and Learning (or a designated administrator) will make the decision as to whether an annual in-district transfer application is accepted or rejected based on established criteria. The office of the Executive Director of Teaching and Learning/designee will be responsible for notifying the parent(s)/guardian(s) and students of approval or disapproval of the annual in-district transfer request no later than twenty (20) working days from the end of the annual in-district transfer period.

Applications for in-district transfer requests received after the close of the annual in-district transfer request window will be date and time stamped. Requests will be reviewed by the Executive Director of Teaching and Learning/designee. Approval for in-district transfers outside of the annual open-enrollment window will be contingent on not exceeding the established capacity of the grade level in the requested school.

Transportation:

If the request for transfer is approved, the parent/guardian must assume responsibility for adequate transportation and supervision to and from school. This includes students who are siblings of students who are enrolled in specialized programs.

*(limited transportation may be available to students attending Marysville Choice Schools (MCEP, 10th Street, Legacy and Heritage)).

An In-District Transfer may be Denied or Revoked if:

- The student's disciplinary records indicate a history of violent/disruptive behavior, or gang membership at his/her current school;
- The student is currently under suspension, expulsion or emergency expulsion. An in-district transfer may be revoked after a suspension or expulsion has been imposed;
- The student has difficulties with attendance or tardiness or has a truancy petition filed from their present or resident school;
- If continued enrollment poses a risk to the health and/or safety of other students and staff
- A school or grade level is deemed to not have sufficient space to accommodate transfer requests

- In the event the population of the attendance area increases to fill the building with attendance area residents, in-district transfer students may be asked to enroll in another school or returned to their attendance area school.

Annual K-12 Transfer Requests

Transfers may be granted if;

- A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer;
- 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.

Note: Childcare/daycare preference is not considered as a special hardship or detrimental condition.

Annual K-12 In-District transfer requests will be reviewed and prioritized using the following criteria:

- Whether the student is a child of a full-time certificated or classified employee and the request is for the employee's assigned school or a feeder pattern school (per RCW 28A.225.225)
- Available space in a building, program, grade level or classroom as determined by the district;
- Whether the student is continuing enrollment at the school;
- Whether siblings are enrolled at the same school;
- Whether the student would be moving up from a feeder school in the district's K-12 continuum.

The district shall determine the capacity of each K-12 school and grade level and use that capacity when considering a student's request to attend that school.

If acceptance of all in-district transfer requests would place a school, grade level or available program at capacity, priority will be given to the following categories of students in the following order:

1. The student was enrolled in the school the prior school year;
2. The student's sibling is currently enrolled in the school at the time of the in-district transfer request, and will be in attendance during the next school year; (Siblings of students who are in attendance at 10th Street or MCEP and who will be in attendance during the following school year will be placed in the school as space allows).

In the event the population of the attendance area increases to fill the building with attendance area residents, in-district transfer students may be asked to enroll in another school or returned to their attendance area school.

Note:

In some cases, space may be available at one grade level and not another in the same school. An in-district transfer granted to one child in a family will not necessarily guarantee the in-district transfer of another child in the family.

In-district transfers will be granted on a full school year basis. Once an in-district transfer has been approved, students do not need to re-apply for transfer to that school in subsequent years. Transfers granted to K – 5 students do not ensure transfer to a middle school other than their resident area middle school. Students desiring to attend a middle school which is not part of their resident areas school feeder pattern will need to apply during the annual in-district transfer request period prior to their 6th grade year.

Transfer requests may be granted so that a student is allowed to continue at that school until the end of the child's education in that school without re-applying in succeeding years. Students may continue at their transfer school as long as they do not exhibit behaviors listed under paragraph four of this section (a transfer may be denied or revoked). Failure to meet these criteria will result in the student returning to their resident school. Acceptance of a transfer request for grades K-5 and 6-8 does not guarantee a transfer request will be granted for the feeder school in the district's K-12 continuum. A new transfer request must be submitted when a student transitions between grades 5 and 6 and between grades 8 and 9.

A student's transfer may be withdrawn when district attendance boundaries are altered by board action and/or when the superintendent has determined that there is no capacity at the building, program, grade level and/or classroom. A parent/legal guardian may withdraw the transfer request.

Mid-Year In-District Transfer Requests beyond the Annual In-District Transfer Period

K-8:

An in-district transfer process is also available to allow flexibility in choice of school outside the in-district transfer request timeframe if extenuating circumstances necessitate a change in school during a school year.

High School:

High school transfers are typically approved only in advance of each new school year. Mid-year high school transfers may result in loss of credit for the student. Therefore, mid-year high school transfers are rarely approved, only under exceptional circumstances and primarily at the semester. Mid-year will be defined as any time between the 2nd day of the school year and the last day of the school year.

Additional Information

School sites shall register only those students whose official and verified residential address places them within that school's geographic attendance area. All other student requests for in-district transfers will be coordinated through the office of the Executive Director of Teaching and Learning;

- Enrollment in a specific daycare will not guarantee enrollment in the school within the same geographical area and does not constitute a special and substantial hardship;
- Students in specialized programs will be assigned to schools according to the placement procedures of those respective programs, if that placement is required to meet their needs. In the instance of a specific placement being required to meet an individual student's needs as determined by the district, no in-district transfer request will be required;
- Students participating in home-based instruction who wish to be part-time students in a school other than their resident school must apply for an in-district transfer;
- In-district transfers are limited to one request per academic year. If the family moves to a new residence during the year a corrected application must be filed with the new address;
- During a school year, students who wish to return to their home school or request an in-district transfer to a different school must submit an in-district transfer request in accordance with these administrative procedures;
- Resident parents of entering kindergartners who wish their child to attend a school other than his or her designated attendance area should first register their child at their neighborhood school during kindergarten registration. A parent who applies for his or her child to attend a school in other than their designated attendance area will be considered under the "in-district transfer" process.
- The residence of a student is defined as the place where the student eats, sleeps and otherwise finds his/her principal place of abode. In the case where a child is residing with someone other than his/her parent or legal guardian; i.e., a friend, the residency of the student will be established if the child spends four or more nights per week at that residence during the regular school calendar. A "Verification of Residence" signed by the parent/legal guardian is required;
 - a. The student/parent/guardian may obtain a "Verification of Residence Form" from the school attendance office or district office.
 - b. The parent/guardian, along with the person whom the student will be residing, must sign the form before a notary and then return the form to the office of the school in the geographic attendance area where the student resides.
 - c. Additional verification may be requested, e.g., letter describing the living arrangements from the family with whom the student resides.
- Falsification of student or parent/guardian information, including an address, residence or conditions of living arrangements, to obtain a school assignment may be cause for the withdrawal of the student and reassignment to their resident area school.
- In the event the population of the attendance area increases to fill the building with area residents, in-district transfer students may be asked to enroll in another school or returned to their attendance area school.

Appeal Process

Should a request for resident in-district transfer or waiver be denied, the parent(s)/guardian(s) will be advised that they may appeal the denial by contacting the office of the Executive

Director of Teaching and Learning. Upon written request, the Executive Director of Teaching and Learning will review the decision of the office of the principal and designee in accordance with this procedure.

Executive Director of Teaching and Learning will review the parent(s)/guardian(s) request and then make a determination of a school assignment. The decision of the Executive Director of Teaching and Learning is final.