

STUDENTS

District Attendance Area Transfers

The Pullman School District Board of Directors recognizes that each student in the district is required to attend the school designated for the geographic attendance area in which they reside.

As population and enrollment shifts within the district, changes in attendance areas or transfer of students may become necessary. Such student transfers shall be accomplished in accordance with district policy and procedure 3131.

A parent or guardian may request that their child be allowed to attend another school in the district. Requests must be submitted to the superintendent's office, using form 3131F Request for In-District Student Transfer. 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/guardian'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 conditions may include a student who moves to a new attendance area in the district during the school year. The student 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 their preference prior to the beginning of the last semester.

The principal of the currently-assigned school will 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, or cause a financial hardship to the district.

In District Transfers must be granted if the student is a child of a full-time or part 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 non-resident child would displace a child who is a resident of the district (the child must be permitted to remain enrolled until they complete their schooling).

Parents shall be informed annually of the district's attendance area transfer option. The district will 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. This information will also be available on the website of the Superintendent of Public Instruction.

Reporting Transfers out of the District

The district will follow the Comprehensive Education Data and Research System (CEDARS) Reporting Guidance for reporting students as confirmed or unconfirmed transfers both inside and outside of Washington.

A student's educational records will be forwarded in a timely manner, when the district receives notification of where the student has transferred.

To confirm the transfer of a student who has emigrated to another country, the district will attempt to obtain written confirmation from a parent or guardian. This means that if a parent or guardian informs a school administrator that the family is leaving the country and a school administrator documents the conversation in writing and includes it in the student's file, the district may report the out of country transfer as confirmed. However, the district will not report a transfer as confirmed if information that a student has moved is reported by a party other than a parent or guardian.

For more information about out-of-district transfers, please see Board Policy 3141 Non-Resident Students, Board Procedure 3141P Out of State Tuition, and district form 3141F Annual Request for Release and Application for Nonresident Admission.

Legal Reference:

RCW 28A.225.225 Applications from nonresident students or students receiving home-based instruction to attend district school — School employees' children — Acceptance and rejection standards — Notification
RCW 28A.225.270 Intradistrict enrollment options policies
RCW28A.225.300 Enrollment options information to parents
RCW28A.225.290 Enrollment options information booklet

Management Resources:

Policy News, June 2003 Enrolling Children of School Employees
Policy News, May 2020

Adoption Date: June 19, 1990

Revised: March 25, 1992

Revised: April 26, 2000

Revised: October 14, 2009

Revised: November 28, 2018

Revised: February 22, 2023