

NONRESIDENT STUDENTS

For purposes of this procedure, a “non-resident” student is a student who is not homeless and who resides in another school district.

An adult non-resident student or the parent/guardian of a minor non-resident student may apply for admission to a school, grade level, and/or program in the District. Page 1 of the Choice Transfer Request must be completed, and Page 2 requires the signature of the parent/guardian or adult student. The application form will inform applicants of:

1. The criteria to be used in determining whether a non-resident student will be admitted;
2. The parent/guardian’s obligation to provide transportation and the existence of limited exceptions; and
3. The right to appeal the denial of an application.

Upon receipt of the completed application and such other information as the superintendent may require the student will be declared eligible or ineligible for admission. Denial of an application may be appealed to the Superintendent of Public Instruction, PO Box 47200, Olympia, WA 98504-7200 pursuant to RCW 28A.225.230.

Approval/denial and release of the student will be communicated through email via the OSPI Choice Transfer System.

The “capacity” of each school and program will be determined. In the absence of a specific determination for the class or program in this procedure, the “capacity” shall be the program size goal multiplied by the number of sections to be offered and reduced by 4% for potential additional enrollment from within the District. The reduction percentage may be set higher or lower for a particular program based on in-district enrollment patterns.

“Remaining capacity for non-district students” shall be the “capacity” less the number of in-district students expected to be enrolled in the program at the start of the school year.

For purposes of this procedure:

1. “School building capacity” shall be the current “functional capacity” of the building as calculated by the District.
2. “Grade level capacity” of each elementary shall be calculated by multiplying the number of classes to be offered at each grade level by the class size goal including a prorated share of split classes (classes with students from more than one grade level) for the appropriate grade level and reducing that number by 4% to accommodate new registrations in the school’s attendance area and transfer requests from within the District.

Reductions for in-district transfers and enrollments will be rounded to the next highest whole number.

Capacity calculations shall be made in the spring for the following school year. Choice Transfer Requests will be accepted or denied in the spring for the following school year.

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2 Non-resident students may be accepted until the “remaining capacity for non-resident students”
3 has been filled. A non-resident student who is the child of a full-time school employee may be
4 admitted to the school that is the primary worksite of the employee or another school in the Dis-
5 trict’s K-12 continuum of which that school is a part unless admitting the non-resident student
6 would displace a resident student.

7
8 Non-resident students will be admitted to a specific school, grade level, and program for one
9 school year. A new application must be completed for a change in school, grade level, class,
10 and/or program.

11
12 A non-resident student who fails to remain in good standing (is suspended or expelled from a
13 District school or program or fails to maintain acceptable attendance or make educational pro-
14 gress consistent with his/her ability) may be required to return to his/her resident district at the
15 end of any semester.

16
17 In the event that a student-capacity emergency develops during the school year, non-resident stu-
18 dents may be required to return to their districts of residence at the end of any semester.

19
20 The parent/guardian of a minor student or an adult student will be responsible for transportation
21 of the non-resident student to and from District schools except as provide by law, regulation, or
22 by written agreement.

23
24 Admission to a school under the provisions of Policy 3141 relating to children of full-time
25 school employees does not entitle a student to admission to programs housed in that school or
26 any other school for which the student is not otherwise eligible and shall not operate to give the
27 student priority in admission to such programs over a student who is a resident of the District.

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29 Each eligible resident student shall be admitted to District programs before any non-resident stu-
30 dent, including non-resident students who have been admitted to District schools.

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32 A student who moves from the District during the school year and is in good standing may re-
33 main in the District school currently attended for the balance of the school year. A completed
34 and signed Choice Transfer form is required.

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36 A high school senior who attended a District school for the entire school year immediately prior
37 to the senior year and who is in good standing may remain at the District school. A completed
38 and signed Choice Transfer form is required.

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41 **Adoption Date: 02/21/18**