

STUDENTS**In District Attendance Area Transfer**

Applications for enrollment in a school other than the student's attendance area will be considered and may be denied when the school requested has reached its enrollment capacity for the entire school, grade level or classroom. Pullman School District may deny an attendance area transfer application when the requested grade level class reaches two students below the targeted level. The following factors shall be considered when the district considers student transfers:

- A. Minimizing disruption of students' established learning programs.
- B. Keeping siblings in the same elementary school.
- C. Maintaining relationship with a middle school and/or high school attendance area.
Adjusting class size to available space and target level.

Applications for In-District Student Transfers:

Once transferred to a school pursuant to this policy and procedure, a student is considered admitted to that school for the remainder of the student's tenure in that school. As such, a student need not reapply annually to attend the same school. A transfer, however, when approved for one school level, will not automatically apply to the next school level. (i.e., elementary to middle level or middle level to high school), other than children or part or full time employees as per law.

Other in-district student transfer applications will be considered in this order:

1. Students who attended a school and moved to a new attendance area but would like to remain at the previous school.
2. Students who previously attended the school on an in-district transfer.
3. Siblings of students who attend the school requested.
4. New in-district transfer requests.
5. Approved out-of-district (choice) students requesting transfer to a different school.

District Determined Need for Student Transfers:

There are rare occasions when overcrowding occurs in a school, and it is necessary to transfer students from one school to another. The following will be the basis for consideration of students for transfer in this order:

1. If overcrowding exists, the families of students in the school and grade level will be presented with the situation and be given an opportunity to voluntarily transfer. Please note that in the case of voluntary transfer, the district will not provide transportation.
2. Students who are attending the school by choice transfer from another district will be considered for transfer, on a last enrolled basis.
3. Students who are attending the school by in-district transfer will be considered for transfer, on a last enrolled basis

- 4. Students who live within a school’s attendance area, but outside of the district identified safe walking zone will be considered for transfer, on a last enrolled basis. The district shall provide transportation for the student to attend the school to which he/she is transferred.
- 5. Students who live within the district identified safe walking zone of the school will be considered, on a last enrolled basis. The district shall provide transportation for the student to attend the school to which he/she is transferred.

Students who qualify for services under the McKinney Vento Homeless Education Act shall be exempt from involuntary attendance area transfer.

Prior to the implementation of any planned transfer of students, parents of students involved will be notified of the procedure. An orientation to the new school shall be arranged for transferred students.

The parent or guardian may appeal in accordance with Board Policy 4220 for review of the decision by the building principals.

The district reserves the right to base final decisions on the needs of all schools in the district. When fall enrollments in an attendance area substantially exceed class size guidelines, students may be required to attend a school in another attendance area.

Cross References:

- Board Policy 2210 Grade Organization
- Board Policy 3131 District Attendance Area Transfers

Legal References:

- RCW 28A.320.040 Bylaws for board and school government

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