

## **TRANSFERS**

It is the policy of the Richland School District to provide a high-quality learning environment.

The Richland School District recognizes the importance of attendance area schools. Students are assigned to attendance area schools according to board-adopted geographic boundaries. A student's legal residence, for attendance purposes, determines his/her attendance area school.

Differences in interests and learning styles of students make it desirable that the district offers diverse curricula and instructional strategies. Student success depends on parental involvement in their child's education, and on every student's commitment to participate in a learning community. Consistent with these beliefs, the district supports the parents' freedom to make choices affecting the lives of their family by providing enrollment options for their students.

In the event of the opening of a new school or schools, the district reserves the right to suspend the policy for transfers in order to accommodate the specific needs of the building or its students.

A parent or guardian may request that his or her child be allowed to attend another school in the district. In-District Transfer requests must be submitted, in writing, to the Assistant Superintendent of Student Services and include the reason for the transfer request. By submitting an In-District Transfer Request, parents/guardians are agreeing to provide transportation for their student(s) who attend a building outside of their assigned attendance area school.

### Timeline for All In-District Transfer Requests

In-District Transfer Requests may be submitted beginning February 1 for the upcoming school year. Each year by March 15, the district will establish load levels (space limitations) for individual classes/programs, grade levels and building capacities. Requests received before March 15, will be reviewed, and decided within 45 days of submission. Requests received after March 15 will be subject to space limitations based on enrollment projections.

Elementary In-District Transfer requests are subject to:

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;
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; and
4. Individual student health and education plans or needs.

Secondary In-District Transfer requests are subject to:

1. Whether appropriate transportation, educational programs or services are available to improve the student's condition as stated in requesting the transfer;
2. 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; and
3. Individual student health and education plans or needs.

High school students who request In-District Transfers are subject to the Washington Interscholastic Activities Association's eligibility rules. Eligibility rules can be found here: <https://www.wiaa.com/eligibility/>.

Reasons for requesting an In-District Transfer at the elementary and secondary levels:

- 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'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. A senior may elect to finish the school year without transferring to a new school but must declare his or her preference prior to the beginning of the last semester.

#### School District Employees

In-District Transfers at the elementary and secondary levels will be granted if the student is a child of a full-time certificated or classified school employee.

#### Falsifying Information

Falsifying information, documents, or the failure to notify the district of changes in residence status with regard to enrolling in a non-attendance area school may result in the student(s) being withdrawn and returned to their attendance area school.

#### Appeals

If the In-District Transfer request is denied, the parent/guardian may submit an appeal within twenty (20) days of the denial. Appeals should be submitted to the Student Services department. The Student Services department or designee will review the appeal and respond with a decision to the parent/guardian in writing within five (5) school days of receipt of the appeal.

If the parent/guardian wishes to appeal the decision from Student Services, the parent/guardian may submit an appeal to the Board of Directors within ten (10) days of notification from Student Services. The Board of Directors will schedule a hearing and review the findings and recommendations of the district administrator. The decision of the board will be written, and a copy provided to the parent/guardian within five (5) days following the date of the hearing. The decision of the Board of Directors will be final.

Parents will 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 district office, and local public libraries. This information will also be available on the website of the Superintendent of Public Instruction.

Legal References: 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  
RCW 28A.225.290 Enrollment options information booklet  
RCW 28A.225.300 Enrollment options information to parents

RSD #400

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