

Nonresident Students

Port Angeles School District welcomes inter-district requests from all interested students. However, all requests for inter-district transfers will be considered after intra-district transfers have been completed. To apply, the parent or guardian of the student must complete an Inter-District Transfer Request Form obtained from the sending school district and a Nonresident Application for Enrollment Form obtained from the Port Angeles School District and submit the forms to the Central Services Building of the Port Angeles School District. The form requests information including, but not limited to, the current legal residence of the child and the school district in which he or she is currently enrolled or receiving home-based instruction, the basis for requesting release from the resident district and the specific building and grade level (elementary), or program in which the student desires to be enrolled if accepted by the district. Transfer forms from other districts requesting permission to attend Port Angeles School district will not be accepted.

The superintendent or designee will review each inter-district transfer request and will approve or reject the request based on consideration of the following:

- A. Whether space is available and remains available in the grade level or classes at the building and/or program in which the student desires to be enrolled, as measured by the District's enrollment capacity targets;
- B. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence;
- C. Whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff;
- D. Whether the district has already accepted as many nonresident students for the school year as permitted by this policy;
- E. Whether the student's disciplinary records indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes);
- F. Staffing constraints;
- G. Fiscal uncertainties; and
- H. Whether the student is currently expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district's policy for readmission of expelled students.

If the nonresident student is the child of a full-time certificated or classified school employee the superintendent shall accept the transfer request unless:

- A. the nonresident student has a history of convictions, violent or disruptive behavior, or gang membership;
- B. the nonresident student has been expelled or suspended from school for more than ten consecutive days; or

C. Enrollment of the student would displace a student who is a resident of the district. The child of a Port Angeles School District employee must be permitted to remain enrolled until he or she completes his or her schooling.

All requests for enrollment shall be reviewed on an equitable basis after intra-district transfer requests have been approved. If the request does not meet the conditions set forth in district Policy 3141, such request shall be denied. If insufficient capacity exists to accommodate all inter-district transfer requests, the following process will be used to fill the available spaces:

1. Siblings of students who will continue to attend the requested school will have first priority.
2. The remaining students will be determined for transfer through a lottery selection prior to the notification date. The lottery selection will be made to establish an order for filling the remaining available slots, if any, in each school. To be considered in the lottery process, transfer requests must be on file in the district office no later than August 15 annually.
3. Students will be contacted in sequence of their selection until the available slots are filled. While every effort will be made to notify families of the decision prior to August 20, final decisions may not be able to be made until after school is underway in the fall and enrollment of all resident students is known.

Once admitted to a school using the inter-district transfer process, the student shall be considered enrolled in that school and will be subject to the same conditions of continued enrollment as for resident students. Transfers, when approved to one school level, will not automatically apply to the next school level, for example, elementary to middle level, or middle level to high school. However, such admissions are valid for no longer than the applicable school year and may be revoked at any time if the Superintendent or designee determines that:

1. Continued enrollment of the student(s) would cause the District to exceed its enrollment capacity targets if such nonresident student(s) are allowed to continue to attend the applicable grade, classes, and/or program. If the student has been in attendance for more than 30 school days, he or she shall be allowed to continue to attend school until the next major grading period;
2. The student is suspended or expelled due to behavior;
3. The student's attendance is poor; or
4. The student is consistently tardy or truant.

Inter-district transfer requests must be annually resubmitted prior to each subsequent school year, for the period the student remains a nonresident student.

Prior to enrollment, the student's records will be reviewed and the resident district shall be notified in order to make the necessary arrangements for the transfer of student records. Acceptance is contingent upon a review of student records. An inter-district transfer request may be denied based on a student's discipline, academic performance, or attendance record. The inter-district transfer process may include a performance agreement developed with the student, his or her parent or guardian, and the receiving school. Terms of the performance agreement may include conditions relative to continuance of the placement.

A nonresident student who has dropped out of school for six weeks or longer or has returned from participation in a substance abuse treatment program, or is about to become or is a teen parent, or has returned from hospitalization due to a mental illness may request attendance in the district. The district will try to accommodate these requests. Placement is contingent on avail-

ability of capacity, appropriate educational programs, and other relevant factors set forth in Policy 3141 and this procedure. Application for placement shall be made through the district administration office.

Students who violate district rules and receive long-term suspensions or expulsions shall not be accepted in another school in the district until the suspension period is satisfied. Students serving a suspension or expulsion from another school district shall not be accepted in the district until the suspension or expulsion period is satisfied. However, any student who has been suspended or expelled may make application for readmission any time through the district administration office.

If a student is under eighteen years of age, parental consent must be secured in person or by telephone before a transfer is made.

A student who resides in a district that does not operate a secondary program shall be permitted to enroll in secondary schools in this district in accordance with state law and regulation relating to the financial responsibility of the resident district.

The superintendent or designee shall provide all applicants with written notification of the approval or denial of the application in a timely manner. If the student is to be admitted, the superintendent or designee shall notify the resident district and make necessary arrangements for the transfer of student records. If the request is denied or later revoked, the superintendent or designee shall notify the applicant of the specific reason, or reasons, for the denial in writing and of the right to petition the superintendent or designee within five (5) school business days for review of the decision and to have a hearing before the superintendent or designee within ten (10) school business days. Following the hearing, the superintendent or designee shall render the final decision of the district and shall communicate the decision to the applicant in writing within five (5) school business days. If the final decision of the district is to deny the admission of a non-resident student, the applicant shall be notified of the specific reason or reasons for the denial. The letter shall state that the final decision of the superintendent or designee is final and that the decision may be appealed to the superintendent of public instruction or designee.