
District Attendance Area Transfers

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides, unless s/he is has been accepted into and attends a specialized or magnet program; some examples of these programs are the dual language program, center-based learning, or who require specialized health or educational supports located in another school.

A parent or guardian may request that his or her child be allowed to attend another school in the district. Requests must be submitted, in writing using form 3131F, to the district registrar who will forward the completed form 3131F to both the sending (the student's neighborhood school) and receiving (the requested school) principals.

Applications for transfer should be submitted no later than April 15 of the current school year for the following school year. This will allow for appropriate planning of staffing and supports. Mid-year transfers are discouraged and will be considered on a case-by-case basis based on special circumstances. Once a child has been approved for an in-district attendance area transfer, the transfer will continue from year-to-year until withdrawn or rescinded. It is not necessary for requests to be renewed each year.

In-district transfers will be considered prior to consideration of new out-of-district choice transfers. Each transfer will be considered individually, in the order in which they are received, and based on the following considerations:

1. Allowing siblings attending the same school;
2. A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer;
3. Attendance at another school in the district is more accessible to the parent's/guardian's place of work or to the location of child care; or
4. 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 sending and receiving principals will confer to approve or deny the application based on the following considerations:

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 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.

The determination of the principals will be communicated to the district registrar. The registrar will communicate approvals with the applicant. The principal of the sending school will communicate any decision to deny an application with the applicant.

Transfers must be granted if the student is a child of a full-time certificated or classified school employee unless:

1. The student has a history of convictions, violent or disruptive behavior, or gang membership;
2. The student has been expelled or suspended from school for more than ten consecutive days; or
3. Enrollment of a non-resident child would displace a child who is a resident of the district (the resident child must be permitted to remain enrolled until he or she completes his or her schooling).

Parents or guardians will be responsible for transporting their child(ren) to and from school if the student as accepted under this choice policy. Irregular or poor attendance by the student(s) may result in a rescission of the transfer approval.

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 central 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

Management Resources: Policy News, June 2003 Enrolling Children of School Employees

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Woodland School District #404