

Processing Requests for Attendance Transfers (Waivers) Grades preK-5

This procedure addresses the following:

- Part A:** Establish general considerations, timelines and waiting lists for Request for Transfer Between Clover Park Schools and Application for Non-Resident Admission;
- Part B:** Elementary schools that will accept Request for Transfer Between Clover Park Schools and Applications for Non-Resident Admission;
- Part C:** Elementary schools that are closed to currently enrolled K-5 students on Request for Transfer Between Clover Park Schools and Application for Non-Resident Admission that will accept renewals to establish a waiting list;
- Part D:** Elementary schools that are closed to new K-5 Request Transfer Between Clover Park Schools and Application for Non-Resident Admission;
- Part E:** Request to Transfer between Clover Park Schools;
- Part F:** Application for Non-Resident Admission – entry into Clover Park;
- Part G:** Currently enrolled students no longer residing within school or district attendance; and
- Part H:** Release of Attendance from Clover Park School District

Definitions:

- Request for Transfer between Clover Park Schools – used for students who wish to attend a different district school than the one in their neighborhood. Commonly referred to as an in-district waiver;
- Application for Non-Resident Admission – Entry to Clover Park – used for students who wish to attend a school in the Clover Park School District and not in their neighborhood district, e.g., live in Tacoma School District want to attend a school in Clover Park School District;
- Waiver – refers to either or both a Request to Transfer between Clover Park Schools or an Application for Non-Resident Admission – Entry to Clover Park; and
- Release of Attendance – use for students who wish to attend a school in another school district, e.g. live in Clover Park and want to attend school in the Tacoma School District.

Part A:

Beginning with the 2015-16 school year, Request for Transfer Between Clover Park Schools and Applications for Non-Resident Admission for the next school year will be considered based on the following considerations and timeline:

1. First consideration will be given to students currently enrolled at the requested school for whom parents submit a Request for Transfer Between Clover Park Schools or an Application for Non-Resident Admission for the following school year from March 1 to April 1 of each school year. A decision will be made by April 15.
2. Second consideration will be given during this same time-period (March 1-April 1), to siblings of students currently enrolled at the requested school for whom parents submit a Request for Transfer Between Clover Park Schools for the following school year who require a Request for Transfer

Between Clover Park Schools. Decisions for grades 1-5 will be made by April 15. Kindergarten decisions will be made by June 1.

3. Third consideration will be given during this same time (March 1-April 1), to siblings of students currently enrolled at the requested school for whom parents submit an Application for Non-Resident Admission request for the following school year who require an Application for Non-Resident Admission. A decision will be made by April 15. Kindergarten decisions will be made by June 1.
4. Fourth consideration will be given to students for whom parents submit a waiver request for the following school year for a Request for Transfer Between Clover Park Schools from March 15 to May 15. A decision will be made by June 1. Kindergarten decisions will be made by June 1.
5. After May 16th, requests for a new Request for Transfer Between Clover Park Schools and an Application for Non-Resident Admission received by a school will be granted based on a first come, first served basis regardless of whether the student requires a new Request for Transfer Between Clover Park Schools or an Application for Non-Resident Admission (considerations 1-4 no longer apply).

In-district (Request for Transfer Between CPSD Schools) or out-of -district (Application for Non-Resident Admission) waivers will not be approved when a school, grade level, or program is closed to waivers due to limited space (see below for full listing). In the event the school is closed to Requests for Transfer Between Clover Park Schools and Application for Non-Resident Admission, a waiting list may be established for the school, grade-level, and/or program. The requests/applications for the waiting list will be numbered and dated to ensure eligible students are considered based on a first come, first served basis, when the school is able to reopen for requests/applications. If a school closes to Requests for Transfer Between Clover Park Schools and Application for Non-Resident Admission prior to the first day of school, they may not reopen to them until after October 1.

Receiving school principals and/or program administrators may not accept a Request for Transfer Between Clover Park Schools or Application for Non-Resident Admission when the school, grade level and/or program exceed the contractual and/or program capacity (see full list below).

A school principal shall follow the steps in 3131-P3 to seek approval from their assistant superintendent to close a school and/or grade level to Request for Transfer Between Clover Park Schools or Application for Non-Resident Admission.

Part B:

Requests for Transfer Between Clover Park Schools and Applications for Non-Resident Admission will be accepted at the following schools and grade levels following the timelines and considerations listed above:

- Beachwood Elementary (K-5)
- Carter Lake Elementary (K-5)
- Custer Elementary (K-5)
- Dower Elementary (K-5)
- Evergreen Elementary (K-5)
- Hillside Elementary (K-5)
- Idlewild Elementary (K-5)
- Lake Louise Elementary (K-5)
- Meriwether Elementary (K-5)
- Oakbrook Elementary (K-5)
- Rainier Elementary (K-5)
- Tillicum Elementary (K-5)
- Tyee Park Elementary (K-5)

In the event a school listed above has to close a grade level or program following Procedure 3131-P3, a waiting list will be established. The Request for Transfer Between Clover Park Schools/Application for Non-Resident Admission will be numbered and dated to ensure eligible students are considered on a first

come, first serve basis. Notification will be made when space becomes available. If a school closes to transfer requests/non-resident admission prior to the first day of school, the request will not be re-considered until after October 1, 2015. Acceptance of previously enrolled students will not guarantee sibling enrollment.

Part C:

The following schools are closed to students currently on Requests for Transfer Between Clover Park Schools/Application for Non-Resident Admission in Kindergarten - 5th grade and no waiting lists will be created:

- Four Heroes Elementary (K-5) Park Lodge Elementary (K-5)
- Lakeview Hope Academy (K-5)

Part D:

The following schools are closed to new Requests for Transfer Between Clover Park Schools/Application for Non-Resident Admission in Kindergarten – 5th grades and no waiting lists will be created:

- Four Heroes Elementary (K-5) Park Lodge Elementary (K-5)
- Lakeview Hope Academy (K-5)

Exceptions to Parts A-D:

- Clover Park School District staff – in accordance with Policy 3131 and RCW28A.225.225, and RCW 28A.225.270. Clover Park will accept in-district and non-resident students who are children of full-time CPSD certificated and classified employees.
- All timelines must be followed in Section A.
- No other exceptions will be granted.

Part E: Request for Transfer between Clover Park Schools

1. Parents should obtain a Request for Transfer Between Clover Park Schools from the school in their attendance area. This will permit the school principal an opportunity to discuss the reasons for the request with the parents/students before the formal processing begins.
2. The parent completes items 1-8 on the Request for Transfer Between Clover Park Schools, signs and dates the form and then returns the completed form to the releasing school office.
3. The releasing school principal will make a recommendation within three (3) school calendar days to approve or deny the request using the criteria established by board policy: financial; educational; safety or health condition; childcare; place of work; or special hardship or detrimental condition. If approved and if the student is enrolled in a special program, the releasing school principal will forward the request to the special program district administrator. If denied, the form will be returned to the parent/guardian.
4. If the student is currently enrolled in a special program – ECEAP, Head Start, ELL, Highly Capable or special education – the request for transfer form is forwarded to the appropriate program administrator. Within five (5) school calendar days of receiving the request of transfer the special program administrator will review the request and either approve or deny based on program space. If approved, the program administrator will forward to the receiving school principal. If denied, the program administrator will return to the releasing school principal who will notify the parent/guardian.

5. If the request is moved forward to the receiving school, the receiving school principal will have three (3) school calendar days to approve or deny the request based on the criteria established by board policy: space available; appropriate program or service available; health/safety risk to students or staff.
6. If the request for Application of Request for Transfer Between Clover Park Schools cannot be accepted due to a closure to Request for Transfer Between Clover Park Schools and Applications for Non-Resident Admission or because the request is outside of the school district's calendar year, the request will be dated and numbered so requests may be considered in the future by consideration level (see above) in the order they were received by the school. An electronic copy of the waiting list for in-district or out of district students will be sent to the Director of Student Services with updates as appropriate.
7. Upon approval by the receiving school principal the completed form is provided to the parent – in person or by mail -- and distributed as follows: one copy to the releasing school; one copy retained by the receiving school, and the original form sent to Student Services.
8. Documentation of these requests shall be kept on file at each school and Student Services.
9. An approved request for transfer between schools must be completed and signed by the releasing and receiving school principal before the student can be enrolled.
10. Parents/guardians are responsible for student transportation.
11. The Application for Request for Transfer Between Clover Park Schools must be renewed annually.
12. A principal may revoke any approved Request for Transfer Between Clover Park Schools for attendance or tardiness problems when the following steps are followed:
 - a. Prior to revocation, a warning letter must be sent to the student's parents describing the attendance or tardiness issues that need to improve, and the consequences that will be imposed if the attendance or tardiness problems do not improve;
 - b. If attendance or tardiness problems continue after the warning letter is sent home, the principal must confer with the Director of Student Services on how and when the student Request for Transfer Between Clover Park Schools will be revoked; and
 - c. Once the decision is made to revoke the Request for Transfer Between Clover Park Schools, the principal will send a revocation letter to the student's parents describing the timelines and supports that will be put into place to ensure a smooth transition of the student to the home school. The parent or guardian has the right to appeal a denied or revoked Request for Transfer Between Clover Park Schools to the superintendent or designee.

Part F: Application for Non-Resident Admission -- Entry to Clover Park

After parents of the student have secured a release from their resident district, they should obtain an Application for Non-Resident Admission form from the school they are requesting to attend. Forms can also be obtained from the Student Services office. An approved release of attendance from the resident district is required before the student can be enrolled into CPSD.

1. The completed Release of Attendance from the resident school district and the Application of Non-Resident Admission will be returned to the receiving school.
2. The receiving school principal will make a recommendation within three (3) school calendar days to approve or deny the request using the criteria established by board policy: space available in grade level or special program; appropriate educational programs or services available; health/safety risk

to other students or staff; financial hardship to district; educational records indicate a history of violent or disruptive behavior or gang membership; and/or suspended or expelled more than 10 consecutive days from a public school. If approved and if the student is enrolled in a special program, the receiving principal will forward to the special program district administrator. If denied, the form will be returned to the parent/guardian.

3. If the student is currently enrolled in a special program – ECEAP, Head Start, ELL, Highly Capable or special education – the Application for Non-Resident Admission is forwarded to the appropriate program administrator. Within five (5) school calendar days of receiving the Application for Non-Resident Admission the special program administrator will review the request and either approve or deny based using the criteria established by board policy: space available in grade level or special program; appropriate educational programs or services available; health/safety risk to other students or staff; financial hardship to district; educational records indicate a history of violent or disruptive behavior or gang membership; and/or suspended or expelled more than 10 consecutive days from a public school. Once approved or denied, the program administrator will sign and forward to the Student Services Office
4. If the Application of Non-Resident Admission is approved by the receiving school principal and the program administrator (when required) the form will be sent to the Student Services Office for a decision. Within five (5) school calendar days, Student Services will send a copy of the completed form indicating the final action to the parent/guardian.
5. If the Application of Non-Resident Admission is denied, the parent/guardian may appeal the decision. The parent/guardian should call Student Services and speak with the district Student Services Director with their concerns or questions first. If the parent/guardian’s concerns are not resolved satisfactorily at the district level, the parent may appeal to OSPI.
6. If the request for Application of Non-Resident Admission cannot be accepted due to a closure to Request for Transfer Between Clover Park Schools and Applications for Non-Resident Admission or because the request is outside of the school district’s calendar year, the request will be dated and numbered so requests may be considered in the future by consideration level (see above) in the order they were received by the school. An electronic copy of the waiting list for in-district or out of district students will be sent to the Director of Student Services with updates as appropriate.
7. The application for non-resident admission will be distributed to the parent, the resident district and the "receiving" school.
8. Documentation of these requests shall be kept on file at each school and Student Services.
9. A principal may revoke an Application of Non-Resident Admission for attendance or behavior related problems when the following steps are followed:
 - a. Prior to revocation, a warning letter must be sent to the student’s parents describing the attendance or behavior issues that need to improve, and the consequences that will be imposed if the attendance or behavior problems do not improve;
 - b. If attendance or behavior problems continue after the warning letter is sent home, the principal must confer with the Director of Student Services on how and when the student Application of Non-Resident Admission will be revoked; and
 - c. Once the decision is made to revoke the Application of Non-Resident Admission, the principal will send a revocation letter to the student’s parents describing the timelines and supports that will be put into place to ensure a smooth transition of the student to the home school. The parent or guardian has the right to appeal a denied or revoked Application for Non-Resident Admission

to the superintendent or designee. If the parent/guardian's concerns are not resolved satisfactorily at the district level, the parent may appeal to OSPI.

10. Parents/guardians are responsible for student transportation.
11. The Application for Non-Resident Admission must be renewed annually.

Part G: Currently enrolled students no longer residing within school or district attendance area

1. If a student no longer resides within the school attendance area in which they are currently enrolled, the student will have the option to continue enrollment at the current school for the remainder of the school year.
2. The parents of the student must submit a Request for Transfer between schools (if still within CPSD boundaries) or an Application for Non-Resident Admission (if outside district boundaries) to the school office.
3. Students residing within district will follow guidelines outlined in Section F of this procedure for a Request for Transfer Between Clover Park Schools.
4. Students residing outside of the district (non-residents) will follow the guidelines outlined in Section G of this procedure for Application for Non-Resident Admission.

Part H: Release of Attendance to Another District

1. Parents of students should request a Release of Attendance form from the building of attendance or the Student Services office.
2. The completed, signed and dated form is forwarded directly to the Student Services office. A signature by the building administrator is not required. Principals will be notified by the Student Services office if the student is currently enrolled in Clover Park School District.
3. If the reasons given for the release of attendance meet the conditions of the applicable policy, the request will be approved. Conditions are: financial/educational/health/safety conditions; accessibility to work or child care; or hardship/detrimental conditions.
4. The resident school building administrator, parent and the receiving district will each receive a copy of the approved or denied release of attendance form.
5. Documentation of these requests shall be on file at both building and district level in case of appeal to the Superintendent of Public Instruction.
6. A new release request must be completed annually. A separate form must be completed for each student requesting a release.

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