

Attendance Waivers (Intra/Inter-District)

Attendance Area Transfers

Each student in the district is required to attend the school designed for the geographic attendance area in which he or she resides.

A parent or guardian may request that his or her child be allowed to attend another school in the district. If a student is currently enrolled in a special program, the transfer request will be forwarded to the program administrator for a status update and signature. The transfer request must then be submitted, in writing, to the principal of the building at which the student is currently assigned. Students who request attendance area transfers are subject to the district's eligibility rules for participation in varsity sports and to the Washington Interscholastic Activities Association's eligibility rules. Transfer requests for athletic activity reasons will be denied.

Transfers may be granted if:

- 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 that would be alleviated as a result of the transfer. Special hardship or detrimental condition includes, but it not limited to, the following:
 1. A student who moves to a new attendance area in the district during the school year may elect to transfer at the time of the move or at the end of the semester or grading period. For high school students, transfers will be approved only to coincide with the beginning of a new grading period. 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.
 2. The principal of the currently assigned school shall make a recommendation to the principal of the school to which the student desires to transfer.

The request is then forwarded to the receiving school principal for approval or denial of the transfer, based upon the following criteria:

- A. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
- B. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting the transfer; and
- C. 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.

CLOVER PARK SCHOOL DISTRICT
Policy Series: Students

Policy No. 3131

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

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

If the request for transfer is denied, the parent or guardian may appeal to the superintendent or designee for review of the decision by the building principals. Parents shall be informed annually of the district's attendance area transfer option. The district shall 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.

Release of Resident Students

A student who resides within the boundaries of the district shall be released to attend school in another district that agrees to accept the student if:

- A. A financial, educational, safety or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. Attendance at the school in the non-resident 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 that would be alleviated as a result of the transfer. Special hardship or detrimental condition includes, but is not limited, to the following:
 - 1. A student who becomes a resident of the district in mid-year may apply for a release to complete the current school year only in his or her former district of residence, if transferring mid-year would create a special hardship or detrimental condition.
 - 2. A student who has dropped out of high 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 health problem may be released to attend any other high school in the state provided he or she is accepted by the non-resident high school.

In all cases that the district approves the release of a resident student, the student or the student's parent(s) shall be solely responsible for transportation, except that a student may ride on an established district bus route if the superintendent or designee determines that the district would incur no additional cost.

A parent or guardian shall request the release of his/her child by completing the appropriate district form indicating the basis for the request.

CLOVER PARK SCHOOL DISTRICT
Policy Series: Students

Policy No. 3131

The Clover Park School District superintendent or designee shall notify the non-resident district and parent by sending copies of the approved release.

If the request for release is denied, the written decision shall inform the parent or guardian of the right to appeal such decision to the Superintendent of Public Instruction.

Resident parents shall be informed of inter-district enrollment options annually. The district shall 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.

Non-Resident Students

Any student who resides outside the district may apply to attend a school in the district. All applications for non-resident attendance will be considered on an equal basis. The district shall provide information on inter-district enrollment policies to non-residents on request and have copies of the Superintendent of Public Instruction's annual information booklet on enrollment options in the state available for public inspection at each school building, the central office and local public libraries.

Students who request attendance area transfers are subject to the district's eligibility rules for participation in varsity sports and to the Washington Interscholastic Activities Association's eligibility rules.

A parent or guardian shall apply for admission on behalf of his or her child by completing the appropriate district application. The superintendent shall develop an application form that contains 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, the basis for requesting release from the resident district and the specific building, grade level, or special programs in which the student desires to be enrolled if accepted by the district.

The application for non-resident admission will be forwarded to the Special Program Administrator (if applicable) and then to the receiving school principal. After the receiving school principal makes a recommendation to approve or deny the non-resident admission, the application is forwarded to the Student Services Office.

The superintendent or designee will accept or reject an application for non-resident admission based upon the following standards:

- A. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
- 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; and
- 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 acceptance of the student would result in the district experiencing a financial hardship.
- 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

CLOVER PARK SCHOOL DISTRICT
Policy Series: Students

Policy No. 3131

identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes).

- F. Whether the student has demonstrated a pattern of disciplinary infractions which have resulted in suspensions and/or expulsion from school, in which case the student may apply for admission under the district's policy for readmission of expelled students.
- G. Whether the student has demonstrated a pattern of tardiness and/or absences from school which have had an impact on the student's ability to maintain adequate academic progress.

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

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

Clover Park School District does not require a student's resident district to release special education funds as a condition for admission under school choice guidelines.

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 parent by sending copies of the approved release.

If the application is denied, the superintendent or designee will notify the parent or guardian of the right to appeal the decision to the Superintendent of Public Instruction or his or her designee.

Non-resident students may apply for admittance to Clover Park Schools where programs are available and vacancies exist on the same criteria as those listed for students seeking an attendance release from Clover Park School District.

Legal References:

RCW 28A.225.225	Enrolling Children of Certificated and Classified School Employees
28A.225.270	Inter-district enrollment options policies
28A.225.290	Enrollment options information booklet
28A.225.300	Enrollment options information to parents

CLOVER PARK SCHOOL DISTRICT
Policy Series: Students

Policy No. 3131

Management Resources:

Policy News, June 2003

Enrolling Children of School Employees

Adoption Date: 04.10.95

Clover Park School District

Revised: 04.14.97; 03.09.98; 01.11.99; 12.08.08; 09.10.12

Discretionary