

PROCEDURE 3131P
District Attendance Area Transfers

DISTRICT ATTENDANCE AREA TRANSFERS

The following procedures apply to the transfer of Olympia School District resident students from one Olympia School District school to another Olympia School District school.

A parent/guardian of entering kindergarten-eligible students through entering twelfth (12th) grade students may request that their child be allowed to attend another school in the district.

Parents/guardians are also encouraged to apply at the assigned school in case the desired school cannot accommodate the student. Requests for transfers must be submitted, in writing (via the district website), to the Executive Director of Elementary Education or the Executive Director of Secondary Education.

A student who moves to a new attendance area in the district during the school year may elect to remain at their currently assigned school until the end of the semester or grading period or transfer to the school in their new attendance area at the time of the move.

NEW AND RENEWAL TRANSFERS FOR THE UPCOMING SCHOOL YEAR

Parent/legal guardians who are wanting to submit an in-district transfer to a different school other than their resident school for the next school year may submit a request for a new or renewal transfer (via the district website) beginning on the first Monday of February of the current school year.

Please note that if the district determines that a student has not met the guidelines outlined in Policy 3131 or if the parent/legal guardian provided false statements, the district reserves the right to revoke the transfer at any time.

TRANSFER PROCESS

- The transfer portal, on the district website, will be open on the first Monday of February for new and renewal transfers.
- All new transfers are processed in order they are received. If it is determined that space or program capacity is not available the request will be moved to a waitlist. Parents/legal guardians will be notified via email.
- Renewal transfers will be verified as they are received by the district office via email.
- Transfer students do not have a guaranteed enrollment from year to year, but the intent is for students to continue in the school where they were accepted. Parents/guardians must request enrollment at the next desired school according to the steps identified above.
- The district will notify applicants if they have been approved, denied or waitlisted via email.

TRANSFER STUDENTS MOVING UP (e.g., moving from elementary school level to middle school level, moving from middle school level to high school level)

When your child is moving up, parents/legal guardians must submit a new transfer request for the school which they would like their child to attend for the following school year.

IMPORTANT INFORMATION

Please note that the district reserves the right to revoke any transfer (both new and renewal) of a student under the following circumstances:

1. Renewal transfers require the parent/legal guardian to submit a renewal verification via the district website on an annual basis.
2. Space is unavailable as determined by the district, in the grade level or classes at the school to which the transfer is requested (a waiting list, by grade level, will be maintained if space is not immediately available);
3. Appropriate educational programs or services are unavailable or have inadequate capacity;
4. The student's transfer is likely to disrupt the educational process or create a risk to the safety of other students or staff at the school to which the transfer is requested; and,
5. Information provided by the applicant has been misrepresented.

Secondary students who request attendance area transfers are subject to the Washington Interscholastic Activities Association eligibility rules.

If the request for transfer is granted, the parent/guardian must provide transportation.

GRIFFIN AND MCCLEARY STUDENTS

Griffin and McCleary students do not need to apply to attend Capital High School. They do need to go through the application process for Olympia High School. They will be enrolled prior to other out-of-district students, but not before a Capital High School student wishing to attend Olympia High School. Once they enroll in an Olympia School District high school, that school will become their home high school for four years and they do not need to apply each year.

Transportation is provided for Griffin students to attend Capital High School.

If a Griffin or McCleary student wishes to enroll at ORLA or Avanti, they will go through the established application process for these schools. Shelton students attending Griffin do need to apply to attend an Olympia School District as a nonresident student.

SPECIAL CIRCUMSTANCES

- A. If the student has been identified as homeless, they shall attend the school as determined by the process identified in Policy 3115 and Procedure 3115P.
- B. Children who are displaced due to the military orders of one or more parents/guardians will be enrolled according to the requirements of RCW 28A.225.217.
- C. Children of full-time certificated and full-time classified employees shall be permitted to enroll at:
 1. The school at which the employee is assigned;
 2. A school forming the kindergarten through twelve (12) continuum which includes the school to which the employee is assigned; or,
 3. A school in the district that provides early intervention services pursuant to RCW 28A.155.065 or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.

Enrollment of children of full-time certificated and classified employees may be denied enrollment in the requested school if the student's enrollment would displace a student who is assigned to that school; once this child has been enrolled the child may remain at the school or kindergarten through twelve (12) continuum until they have completed school, subject to the same limitations as all other students.

Enrollment of children of full-time certificated or classified employees may also be denied if the student's transfer would disrupt the educational process or create a risk to the safety of other students as defined by statute in RCW 28A.225.225(2).

NOTIFICATION AND APPEAL

Parents/guardians shall be informed annually of the district's attendance area transfer option. If the request for transfer is denied, the parent/guardian may appeal within 5 days to the Superintendent for review of the Executive Director's decision.

CHOICE PROGRAMS:

This inter district transfer request does not apply to the following choice programs:

- Lincoln Options Elementary
- Hansen Alternative Program (HAP) at Hansen Elementary School
- Montessori at ORLA
- MAST at ORLA
- hConnect at ORLA
- ORLA Online at ORLA
- Reeves Arts and Music School (RAMS) at Reeves Middle School
- Citizen's Science Institute (CSI) at Thurgood Marshall Middle School
- Jefferson Accelerated Math and Science (JAMS) at Jefferson Middle School
- Avanti High School

The application process for these schools and programs is managed by the school principal in the early spring.

Enrollment in ALPS, the Highly Capable Program located at Roosevelt Elementary School, is managed by the district's Highly Capable Program Director.

The following Choice Program students do not roll up to a designated school unless the child lives in the boundary area:

- Lincoln Options Elementary
- Hansen Alternative Program (HAP) at Hansen Elementary School
- Montessori at ORLA
- MAST at ORLA
- hConnect at ORLA
- ORLA Online
- Citizen's Science Institute (CSI) at Marshall Middle School
- Jefferson Accelerated Math and Science (JAMS) at Jefferson Middle School
- RAMS at Reeves Middle School

These students are expected to enroll in their neighborhood school once exiting the choice school. If they would like to apply for a district area transfer, they will follow the procedures noted above.

CROSS REFERENCES

Policy 3130 Residence & School Attendance Areas

LEGAL REFERENCES

RCW 28A.225.225 Applications from nonresident students or students receiving home-based instruction to attend district school-School employee's children-acceptance and rejection standards-notification

RCW 28A.225.270 Intradistrict enrollment options policies

RCW 28A.225.3000 Enrollment options information to parents

RCW 28A.225.290 Enrollment options information booklet

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