
ATTENDANCE AREA TRANSFERS

A student shall attend the school designated for his/her area of residence, as defined in Policy 3130.1. If the student has been identified as homeless, as defined in Policy 3115, Homeless Students–Enrollment Rights and Services, he/she shall attend the school judged by the District as that which will best meet the student’s educational needs.

A parent or guardian may request that his/her child be allowed to attend another school in the District. Requests must be submitted, in writing, to the principal of the building to which the student is currently assigned. Secondary students who request attendance area transfers are subject to the Washington Interscholastic Activities Association eligibility rules.

Transfers may be granted if:

- 1) a financial, educational, safety or health condition affecting the student would be reasonably improved as a result of the transfer;
- 2) 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,
- 3) 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 condition includes, but is not limited to, the following:

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 a high school sophomore or junior, transfers may only be approved 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.

The principal of the currently-assigned school shall consult with the principal of the school to which the transfer is requested to determine:

- 1) whether space is available, as determined by the District, in the grade level or classes at the school to which the transfer is requested; (a waiting list will be maintained if space is not available);
- 2) whether appropriate educational programs or services are available; and,
- 3) whether 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.

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 child would displace a child who is a resident of the District (the child must be permitted to remain enrolled until he or she completes his or her schooling).

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 District office and local public libraries.

The Superintendent shall set forth procedures related to this policy, including an appeal process if a request for transfer is denied. If the request for transfer is denied, the parent or guardian may appeal to the office of the Superintendent for review of the principal's decision.

If the request for transfer is granted, the parent shall provide transportation, except that the student may ride on an established bus route if the District finds that it would facilitate his/her travel with no additional cost to the District.



<i>POLICY ADOPTED</i>	<i>June 18, 1990</i>
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