

**DISTRICT ATTENDANCE AREA TRANSFERS**

The following policy applies to the transfer of Olympia School District residents from one Olympia School District school to another Olympia School District school. Children/families who live outside of the Olympia School District boundaries should consult Policy 3141.

A student shall attend the school designated for the student's area of residence, as defined in Policy 3130.

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 their assigned school in case the desired school cannot accommodate the student. Requests for transfers must be submitted, in writing, to the Executive Director of Elementary Education or the Executive Director of Secondary Education.

**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/guardian'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, moving to a new attendance area mid-year.

**Transfers will only be approved if:**

1. 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, by grade level, will be maintained if space is not immediately available);
2. Appropriate educational programs or services are available or have adequate capacity; and,
3. The student's transfer is not 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.

A student who moves to a new attendance area in the district during the school year may elect to remain at the school until the end of the semester or grading period or transfer at the time of the move. For a high school freshman, sophomore or junior, transfers may 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 their preference prior to the beginning of the second semester.

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

Once a student is accepted for enrollment at another school, the student must renew their enrollment request annually. The student does not have a guaranteed enrollment from year to year, but the intent is for students to continue year to year in the school where accepted. Parents/guardians must request enrollment at the next desired school according to the steps identified above.

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

### **SPECIAL CIRCUMSTANCES**

- A. If the student has been identified as homeless, as defined in Policy 3115, Homeless Students, 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 they will be enrolled according to requirements of RCW 28A.225.217.
- C. Children of full-time certificated and 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. They must submit an enrollment request annually.

Enrollment of children of full-time certificated and 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 and 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 to the Superintendent.

**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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