PROCEDURES FOR TRANSFER

Any nonresident student desiring to attend an elementary or middle school in the District should apply for a transfer at the District Superintendent's office. Any nonresident student desiring to attend a high school in the District should apply for a transfer at the office of the principal of that high school. The application shall specify the student's name, residence address, age, grade level and reason for the transfer request. All applications must be dated.

If a proposed transfer satisfies the criteria set forth in these procedures, and the Superintendent or other designee of the resident and nonresident districts mutually agree that the student will be best accommodated in the nonresident district, the Superintendents' or other designees of the two districts shall approve the application of the nonresident.

CRITERIA FOR INTER-DISTRICT TRANSFER

In addition to the standards set forth in Policy 3141, consideration of applications will include, but not be limited to the following criteria:

1) When the student has completed the junior year in a District high school and he/she desires to graduate from the District, even though the student's family no longer resides within the District; or,
2) When the student is experiencing school adjustment problems in another school district and the appropriate officials from both the resident school district and the Olympia School District believe that the student's problems can be alleviated by a transfer to the District; or,
3) When the educational service district superintendent has authorized a transfer to the District in order to afford better educational facilities for students and when the transfer would effect a savings in the cost of education; or,
4) When attendance in the resident district would impose an undue hardship of a financial, educational, safety or health nature upon the student or his parent(s) or other guardian or custodian; or,
5) When attendance at a school in the non-resident district is more accessible to the parents' place of work or to the location of child care; and,
6) When the parent or legal guardian can provide safe and timely transportation to and from school.

In addition to the foregoing, any student transfer to the Olympia School District must be in compliance with all other District policies, including those relating to student attendance, academic and disciplinary standards, and class size.

DURATION OF THE TRANSFER

The District shall approve a requested transfer of a nonresident student to attend the schools of the District for a period not to exceed one (1) year. Renewal for a succeeding year will be considered in accordance with this policy.

If at any time during the duration of a transfer the object of the transfer is either substantially achieved or becomes unobtainable, the District may terminate the transfer agreement.

PROCEDURE ESTABLISHED *March 8, 2004*