

ADMINISTRATIVE PROCEDURES

STUDENT ATTENDANCE AREA TRANSFERS

Students in the district are required to attend the school designated for the attendance area in which they reside. A parent or guardian may request that a student be allowed to attend another school in the district.

Grades K – 12 Procedures: The following procedures are to be followed for student attendance area transfer requests.

Review in March

1. The parent/guardian obtains the Request for [Student Attendance Area Transfer Form #3131F](#).
2. Approved transfer requests are only valid for one school year. Transfer applications must be submitted and reviewed annually.
3. The parent/guardian completes Transfer Request Form #3131F Section I and submits it to the attendance area school. Transfer requests are accepted at any time.
4. Principals will meet to review the first round of transfer requests no later than the third week in March. Adjustments to building FTE allocations (additions or reductions) will be reviewed through the district staffing process. Parents/guardians will be notified of the decisions by the first week of April. Administrators will use the following guidelines as they review transfer requests. They will determine whether:
 - a student and/or siblings are currently attending school.
 - space is available in the grade level or classes at the building in which the student desires to be enrolled;
 - appropriate educational programs or services are available to improve the student's condition or opportunities as stated in requesting the transfer and;
 - the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building.
 - the student is the child of a full-time certificated or classified employee who meets the qualifications for a transfer. (ESSB 5142)
 - the student has special circumstances that warrant consideration for transfer.
 - the student qualifies for a transfer under the provisions of the No Child Left Behind (NCLB) Act, 2001.
5. Principals will notify parents in writing of the transfer decision. 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.

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- Appeals must be made in writing within ten working days of the notification (e-mail, phone call, letter, etc.) of the denial of transfer.
- The decision on the appeal is final.

Review in August

1. Principals will determine the number of places they have available for out of attendance area transfer students by the third week in August. A district-wide lottery will be held the last week in August to determine placement options for students. Students who have chronic attendance problems and/or serious discipline issues, e.g. expulsion for weapons, drugs, alcohol, may not participate in the district lottery. Students participating in the lottery will indicate their school preference. No guarantee will be made that students will be selected for their first preference and they will be given the opportunity to decline a transfer. A district-wide waiting list will also be created through the lottery process. Preference for available transfer openings will be given to district over out-of-district students.
2. Principals will notify parents in writing within one week of parent/guardian notification of the transfer decision.
 - 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.
 - The appeal must be made in writing within ten working days of the notification (e-mail, phone call, letter, etc.) of the denial of transfer.
 - The decision on the appeal is final.

The parents/guardians are responsible for providing transportation for all students who transfer between schools, except those who qualify for a transfer based on No Child Left Behind (NCLB). Students approved for transfer based on NCLB must be provided transportation by the district.

Lack of academic effort, poor attendance, excessive tardiness, or discipline problems shall provide just-cause for the District to return a student to his/her attendance area school. Transfers of students back to their attendance area schools for any of these reasons will occur at the end of a term unless the time of transfer is mutually agreed upon by both the attendance area school and hosting school principals. Out-of-district students may be released back to their home district at any time.

A report regarding student attendance area transfers, including analysis of issues involved in the transfer process, will be provided to the superintendent annually.

Approved: December 18, 2003
Revised: February 24, 2009

Kenneth D. Vedra
Superintendent of Schools

February 24, 2009
Date