

## Transfers Policy 3131

### DISTRICT ATTENDANCE AREA TRANSFERS

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides.

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

Transfers may be granted if:

- A. A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. 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
- C. Transportation to the requested school is provided by the parent/guardian.
- D. 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 may include a student who moves to a new attendance area in the district during the year. 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 will consult with the principal of the school to which the student desires to transfer to determine:

1. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled; or
2. Whether appropriate transportation is available to improve the student's condition as stated in requesting the transfer; or
3. Whether educational programs or services are available to improve the student's condition as stated in requesting the transfer; or
4. Whether the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building; or
5. Whether the student has a history of convictions, violent behavior, or gang membership; or
6. Whether the student has a history of expulsions or suspensions from school; or

7. Whether 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); or
8. Whether the student is excessively tardy or truant, the student frequently engages in misconduct of disruptive behavior in violation of school rules, or the student is not achieving academically.

Transfers must be granted if the student is a child of a full-time certificated or classified school employee unless he/she meets any of the above criteria.

Parents will be informed annually of the district's attendance area transfer option. The district will make available for public inspection the Superintendent of Public Instruction's annual information booklet on enrollment options in the state at each school building and the central office.

### **Reporting Transfers out of the District**

When students move out of the district without notification of where they will be enrolling once they have moved, it can be challenging to know how to report the transfer appropriately and ensure the student's educational records are forwarded. To address these challenges, the district will follow the Comprehensive Education Data and Research System (CEDARS) Reporting Guidance for reporting students as confirmed or unconfirmed transfers both inside and outside of Washington.

To confirm the transfer of a student who has emigrated to another country, the district will obtain written confirmation, but need not obtain an "official" writing. This means that if a parent informs a school administrator that the family is leaving the country and a school administrator documents the conversation in writing and includes it in the student's file, the district may report the out of country transfer as confirmed. However, the district will not report a transfer as confirmed if information that a student has moved is reported from a student's friend rather than a parent.

Cross References:	Policy 3130	District Attendance Areas
Legal References:	RCW 28A.225.225	Applications from nonresident students or students receiving home-based instruction to attend district school – School employees' children – Acceptance and rejection standards - Notification
	RCW 28A.225.270	Intradistrict enrollment options policies
	RCW 28A.225.290	Enrollment options information booklet
	RCW 28A.225.300	Enrollment options information to parents
Management Resources:	Policy News: June 2003  April 2020  May 2020	Enrolling Children of School Employees

CEDARS Guidance, available on OSPI: website [www.k12.wa.us/data-reporting/reporting/cedars](http://www.k12.wa.us/data-reporting/reporting/cedars)

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