

District Attendance Area - Transfers

Procedure 3131P

A Kelso School District 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 at which the student is requesting admittance.

Transfers may be granted if:

1. A financial, educational, safety or health condition affecting the student would be reasonably improved as the result of the transfer; or
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 special hardship or detrimental condition affecting the student or student's family which would be alleviated as a result of the transfer; or
4. There is space available in the grade level or classes at the building in which the student desires to be enrolled; or
5. There are appropriate educational programs available; or

Transfers may be denied if:

1. The student's transfer is likely to create a risk to the safety and/or welfare of other students or staff; or
2. The student has a history of convictions, violent behavior, or gang membership; or
3. The student has a history of expulsions or suspensions from school; or
4. The 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).
5. The student is excessively tardy or truant, the student frequently engages in misconduct or disruptive behavior in violation of school rules, or the student is not achieving academically.

The following sequence will typify enrollment transfers:

1. In consultation with the elementary and secondary principals, the District will establish load levels (space limitations) for individual classes and grade levels at each building, beyond which no incoming transfer student shall be added.
2. Enrollment numbers for the succeeding school year will be determined by March 1.
3. Transfer applications may be picked up at the school of choice and when completed, returned to the Director of Student Services. All requests must be completed during an open enrollment period from March 1 to March 31.

4. Enrollment transfer requests received after the open enrollment period will be processed on a case-by-case basis as space is available.
5. Procedural steps in requesting transfer:
 - A. Principal of requested school reviews request and consults with principal of resident school.
 - B. Principal of resident school reviews request with principal of requested school Parent and principal meet (if warranted).
 - C. Resident principal signs the release.
 - D. Director of Special Programs reviews request (if applicable).
 - E. Application is forwarded to Student Services Student Services forwards to Student Records
 - F. A report is written detailing the numbers participating and sent to the principals and secretaries.
6. If the application is granted, the parents will agree to:
 - A. Provide transportation to and from the requested school.
 - B. Notify the district any time the parents wish to return the child to the neighborhood school.
7. If the application is denied, the student will be enrolled at the neighborhood school. A letter of explanation for the denial will be sent to the parents. When space is no longer available at a particular school, non-neighborhood students will be exited at the end of the school year, in the reverse order of admittance, and returned to their neighborhood school or another school of their choice.
8. Students whose legal residence changes to another Kelso school's attendance area may not be required to change schools, but will be required to submit an application for transfer.
9. When space is no longer available at a particular school, non-neighborhood students will be exited at the end of the school year, in reverse order of their admittance, and returned to their neighborhood school or another school of their choice.
10. These procedures apply to all Kelso School District students.
11. School district employees will not discuss with any student the relative merits of the high school athletic or academic programs. In like manner, high school athletes will not be encouraged to enact recruitment activities among any students. Enforcement will be by coaches, staff and administration. WIAA rules shall be applied to intradistrict transfers. Alleged violations will be referred to the Activity Review Board via the school principal and may result in disciplinary action of the students and professional staff involved.
12. Appeals to the transfer procedures may be made to the Director of Student Services and will be directed to either elementary or secondary principals as appropriate.

SCHOOL ATTENDANCE AREA, REBOUNDARY REVISIONS

The Kelso School District Board of Directors recognizes that each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides. With the closing of Catlin and Beacon Hill Elementary Schools and the new addition of Lexington Elementary School, boundary adjustments of attendance areas have become necessary.

For the 2021-2022 school year only, all current In-District and Out-of-District choice students currently attending Barnes, Beacon Hill, Catlin or Wallace Elementary Schools, will be reassigned back to either; (1) their residential assigned attendance school based on the new boundaries or (2) their residential assigned school district. In-District and Out-of-District students, attending other elementary schools will remain at their current schools.

Those currently affected choice students of Barnes, Beacon Hill, Catlin or Wallace Elementary Schools are invited to reapply for In-District Choice consideration on, or before, December 4th 2021, if they desire to attend a different elementary school from their newly assigned neighborhood school.

We will attempt to accommodate all In-district and Out-of-District transfers during this process. In-District Choice requests for the Barnes, Catlin, Lexington or Wallace Elementary Schools will be considered in the order set forth below.

- 1. Students who previously attended the school on an in-district transfer*
- 2. Years of historical attendance of the student at the requested elementary school.*
- 3. Whether space is available in the grade level or classes at school, in which the student desires to be enrolled.*
- 4. The applicant student meets all District transfer requirements (not including attendance area requirements) for enrollment in the requested school.*
- 5. Keeping siblings within the same residence, together at the same elementary school.*
- 6. 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*

Starting August 16th, 2021, if additional space within Barnes, Catlin, Lexington or Wallace Elementary Schools is identified, previous in-district transfer requests that were originally denied due to any of the above conditions, will be reconsidered in the order set forth above.

Out-of- District choice applications for Barnes, Catlin, Lexington or Wallace Elementary will be considered upon completion of the In-District choice process and if additional space remains. Out-of- District choice applications will be considered in the order set forth above.

Special Circumstances:

- 1. Students who qualify for services under the McKinney Vento Homeless Education Act shall be exempt from involuntary attendance area transfer.*
- 2. Children who are displaced due to the military orders of one or more parents will be enrolled according to requirements of RCW 28A.225.217*

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3. *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 criteria for denial as listed within Policy 3131.*
4. *The district reserves the right to base final decisions on the needs of all schools in the district. When fall enrollments in an attendance area substantially exceed class size guidelines, students may be required to attend a school in another attendance area.*

Timeline:

<i>September 20th, 2020</i>	<i>Affected parents sent letters identifying school placement for the 2021-2022 school year and option of reapplying for in-district choice at their preferred school.</i>
<i>October 4th -December 4th, 2020</i>	<i>In-district choice applications for boundary-affected schools are accepted. All forms to be time/date stamped.</i>
<i>December 7-17th, 2020</i>	<i>In-District Choice requests for the elementary schools affected (Barnes, Catlin, Wallace) will be considered in the order set forth above.</i>
<i>On or before, December 18th 2020</i>	<i>Acceptance/Denial letters are sent to parents identifying their students assigned school for 2021-2022</i>
<i>January 11-15th, 2021</i>	<i>Window for Appeal.</i> <i>If a student transfer request is denied, parents have the right to appeal that decision thru a district internal appeal process. The appeal process will be included in the denial letter that is sent home to parents.</i>
<i>On or before, August 16th, 2021</i>	<i>If additional space within the boundary revision schools is determined, the following choice applications will be considered in the order presented below:</i> <ol style="list-style-type: none"> <i>1. Previous in-district transfer requests that were originally denied due to space will be reconsidered in the order set forth above.</i> <i>2. New in-district choice forms that were received after the December 11, 2021 deadline.</i> <i>3. Out of district choice applications.</i>

Adopted: 10.17

Revised: 5.11.20 (*Board Communication*) |