

Section: **STUDENTS**

Procedure Title: **Nonresident Students**

A student's application to enter Kelso School District through CHOICE will only be considered after all intradistrict transfers have been processed. It should be noted that interdistrict transfer approvals are valid for one school year only and re-application is necessary each year. To complete the application process, a student must adhere to the following procedures:

1. Any student who resides outside the Kelso School District may apply to attend school in the district. All applications for attendance by non-resident students will be considered in accordance with the following criteria.
2. A parent/guardian shall apply for admission on behalf of his/her child or an adult student, age 18 or older, shall apply for admission on behalf of himself/herself by completing the appropriate application.
3. 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.
4. Enrollment numbers for the succeeding school year will be determined by March 1.

Conditions for Admission: When a non-resident student has met one or more of the above criteria, he/she shall be considered for admission to the Kelso School District subject to the following conditions as applicable:

1. Parent requests and completes a CHOICE form during the open enrollment period from March 1 to March 31. Applications may be picked up at any school or at the Administration Building, completed, and are to be returned to the Director of Student Services.
2. The requested school's principal determines that there is adequate classroom space and appropriate educational programs and services available to meet the needs of the student. If the student is being tested for special education services, or is enrolled in special education, the principal reviews the request with the Special Education Director;
3. The student has secured a release from his/her resident district;
4. The parent/guardian or adult student has signed a release authorizing the Kelso School District to receive all of the student's records;
5. The parent/guardian or the adult student shall be solely responsible for transportation;
6. The student shall begin school at the beginning of a semester. This requirement

Procedure 3141P

may be waived when the transfer would not be disruptive to the educational process and/or the student can reasonably earn academic credits;

7. The student must comply with W.I.A.A. rules;
8. The student agrees to comply with all other school district policies, including those related to attendance and behavior.
9. If space is available, non-Kelso students making transfer requests for enrollment will be considered in order as follows:
 - A. Students who attended the requested school last year.
 - B. Siblings of students currently enrolled at the requested school.
 - C. Students making new interdistrict transfer requests.
10. Prior to March 1 of each year, parents of CHOICE students will be issued a reminder of reapplication requirements by the Student Services office.
11. Student Services will notify parents of acceptance or denial of CHOICE requests no later than June 1 of each school year unless placed on a waiting list.
12. Enrollment CHOICE requests after the open enrollment period will be processed on a case-by-case basis as space is available. If the application is denied, a letter of explanation for denial will be sent to the parents.
13. If the application is granted, the parents will agree to:
 - A. Apply for readmission on a yearly basis.
 - B. Provide transportation to and from the requested school.
14. 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.
15. If the application of a CHOICE student is denied, the Director of Student Services will notify the parent/guardian or adult student of the right to appeal to the superintendent/designee within five school business days for review of the decision.

If the superintendent/designee denies the application of a CHOICE student, it may be appealed to the Superintendent of Public Instruction in accordance with the laws of the State of Washington.

Duration: Applications approved for non-resident students are in effect only for the school year of issuance. A new application must be submitted for approval each year. The superintendent may rescind the acceptance of a non-resident student for any of the

Procedure 3141P

following reasons:

1. Attendance, behavior, or disciplinary grounds; or
2. The circumstances under which the approval was granted have changed significantly; or
3. The appropriate educational programs and/or services provided to or needed by the student have changed since the approval.

Adopted: May 22, 2017
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