Nonresident Students

Nonresident admission must be applied for annually by submitting an application to enrollment services. Students whose nonresident admission is not renewed annually are subject to enrollment termination. Nonresident admission is valid for a maximum of one school year. Nonresident admission may be granted for a partial school year and/or part-time enrollment.

The office of enrollment services shall process applications for nonresident admission. For any nonresident student to be admitted to the district:

1. A signed release from the home district of a nonresident student must first be submitted.
2. An application for nonresident admission must be submitted for each student seeking admission.

Applications for nonresident admission to tuition-free, all-day kindergarten will not be accepted prior to September 1 annually. Applications for nonresident admission to all other grades, classes or programs for the following school year will not be accepted prior to April 1 annually.

The office of enrollment services shall make an application form available which requires information including, but not limited to: the current legal residence of the child and the school district in which he/she is currently enrolled or receiving “home-based instruction” the basis for requesting release from the resident district; the specific building and grade level or course offerings (secondary) in which the student desires to be enrolled if accepted by the district; special programs, classes or services the student received in his/her last school; any unique health services the student requires; whether the student has a history of convictions for offenses or crimes, violent or disruptive behavior or gang membership; and whether the student has been expelled or suspended from a public or private school for more than 10 days.

Each application shall be reviewed individually in accordance with the criteria set out in Policy No. 3141. To allow for in-neighborhood growth and mobility, consideration for capacity shall include, but not be limited to, the following:

1. Elementary classrooms are considered to be at maximum size when they are two students below the maximum class size specified in the collective bargaining agreement with the teachers’ certified bargaining agent.
2. Middle school core classes are considered to be at maximum size when they are two students below the maximum class size specified in the collective bargaining agreement with the teachers’ certified bargaining agent.
3. High schools are considered to be at maximum size when they reach their operational capacity.

Admission to and capacity for special schools, classes and programs shall be established by considering the unique focus and needs of the school, program or class and the students in them.
The application shall be reviewed on a case-by-case basis by:

1. The principal of the school requested; and
2. The appropriate administrator if the student has needs for or seeks enrollment in a special program.

The principal or program administrator may require a meeting with the parent/guardian and student as part of his/her review of the application for admission. The principal and, as applicable, program administrator, shall recommend whether to approve or deny the application.

The administrator in charge of the office of enrollment services may seek the student’s records to confirm the representations made on behalf of the student prior to making a decision on the application. That administrator shall decide whether to grant or deny the application for nonresident admission, subject to ratification by the board of directors.

If the student is to be admitted, enrollment services shall notify the resident district, the receiving school, and the parent/guardian. The receiving school shall make necessary arrangements for the transfer of student records. Acceptance of non-resident students is valid for no more than one year.

If the application is denied, enrollment services will notify the parent or guardian of the right to appeal the decision to the Superintendent of Public Instruction.

The administrator in charge of the office of enrollment services shall decide whether to rescind any nonresident admission, consistent with the criteria set out in Policy No. 3141. The parent or guardian will be notified of the right to appeal the decision to the Superintendent of Public Instruction.

Nonresident high school student athletes must meet the eligibility requirements of the Washington Interscholastic Activities Association (WIAA) to participate in varsity sports. Information about athletic eligibility shall be available from the district’s athletic office.

For a nonresident student to transfer to another school within the district, he/she must meet all conditions set forth in Policy No. 3141, including the completion of a new application.

This regulation was originally adopted June 28, 1990. It was revised on March 23, 1995, October 12, 1995, January 29, 2001, and March 28, 2005. The original regulation was Interdistrict Transfers - 3550.7.

**Approved: 03/28/05**