

School Attendance Area Assignments and 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/guardian may request that his or her child be allowed to attend another school in the district. Transfer requests must be made and may be granted as provided in district Procedure 3131.

Secondary students who request attendance area transfers who participate in extra-curricular activities are subject to the Washington Interscholastic Activities Association's eligibility rules.

The Board of Directors annually shall inform parents 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, the district office, and local public libraries. This information will also be available on the website of the Superintendent of Public Instruction.

Student School Assignments when School Boundaries Change

When school boundaries are changed, a legacy assignment process will be used by the school district for student school assignments as provided in Procedure 3131. A "Legacy Assignment" is defined as the length of time (number of years/grade levels) students are allowed to remain in their current school when school boundaries are changed, and students would have to attend a different school.

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 someone other than a parent.

The superintendent will establish procedures to implement this policy.

Legal References:

RCW 28A.225.225	Applications from nonresident students of 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

Adopted: 03/08/2006
Amended: 03/26/2014
11/18/2015
04/14/2021
Superintendent: Dr. Adam Swinyard