

School Attendance Area Assignments and Transfers

- A. Spokane Public Schools welcomes all students and will provide for the attendance of registered students at the geographic school designated to serve the address of the student's residence based on the district's attendance boundary map.
- B. Circumstances may arise that necessitate students attend a school other than the student's resident school. This could include transfer to any school or program within the school district including Charter Schools and K-12 Option Schools.

Choice Transfer at the elementary level:

- 1. Parents and guardians of enrolled students may seek a Choice Transfer to another school or option program within the district in accordance with the process outlined in this Procedure.
- 2. Emancipated students and/or students who meet the definition of a homeless child or youth under Procedure 3115 may seek a Choice Transfer to another school within the district in accordance with the process outlined in this Procedure.
- 3. If a choice transfer is not accepted, the student/family may appeal.

Choice Transfer at the secondary level:

- 1. Parents and guardians of enrolled students may seek a Choice Transfer to another school or option program within the district in accordance with the process outlined in this Procedure.
- 2. Emancipated students and/or students who meet the definition of a homeless child or youth under Procedure 3115 may seek a Choice Transfer to another school within the district in accordance with the process outlined in this Procedure.
- 3. If a choice transfer is not accepted, the student/family may appeal.

C. Choice Transfer Request Procedure:

- 1. Parents/guardians of students, emancipated students, and/or students who meet the definition of homeless child or youth under Procedure 3115 living within a given attendance area who wish to transfer to a school outside of his or her geographic attendance area but still within the district boundary attendance area must apply through their resident school principal/designee.
- 2. Applications for Choice Transfer requests for an upcoming school year must be made through the Spokane Schools' Enrollment Application at <http://SPS.org>. Application deadlines and relevant information will be found on the website. Families can access the site through personal computers or at any of our school sites which have a personal computer kiosk available for families. If families do not get their student(s) into the school or program of choice, families may re-apply for the following year given the portal opening date.
- 3. The district shall permit the children of full-time certificated and classified school

employees to attend:

- a. The school to which the employee is assigned;
- b. A school forming the district's K through 12 continuum which includes the school to which the employee is assigned; or
- c. A school in the district that provides early intervention services pursuant to RCW 28A.155.065 or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.

Pursuant to RCW 28A.225.270 "full-time employees" means employees who are employed for the full number of hours and days for their job description.

Some district schools or programs have no K through 12 continuum and are not part of a K through 12 continuum. For example, the Apple Program at Franklin does not have a K through 12 continuum. Likewise, the Apple Program housed at Franklin is not considered part of the K through 12 continuum for Ferris High School.

Thus, any full-time school employee who wishes to choice transfer their child into a School or Program without a K through 12 continuum shall be considered at the same time and according to the same rules as choice transfer requests (for employees who live in district) or inter-district transfer requests (for employees who live outside of the district). These employees should follow all of the same procedures and timelines as district resident requests.

4. Children (of full-time certificated and classified employees of the district) who are also residents of the district must use the Choice Transfer Request Form to request a transfer. Children (of full-time certificated and classified employees of the district) who are not residents of the district must use the Inter-District Student Transfer Request Form pursuant to Policy/Procedure 3141
5. The district will endeavor to grant a transfer request if it is deemed by the district to be in the student's and district's best interest. However, the district retains the right to deny any request to transfer (whether such request is for the child of an employee or otherwise) based on the following:
 - a. Staffing constraints;
 - b. Capacity of each building;
 - c. Fiscal uncertainties;
 - d. Program availability;
6. Based on a student's attendance record, the Choice Transfer process may include an attendance agreement developed with the student, his/her parent/guardian, and the receiving school principal. Terms of the attendance agreement may include conditions relative to continuance of the placement.
7. Prior to June 1, the building administration will evaluate the Choice Transfer request and endeavor to notify parents as to the status of the request by June 15. Administrators will determine the number of transfer requests accepted based

upon availability of student space. A minimum of five percent of the total enrollment capacity for each grade level will be reserved for new in-area resident students. Total enrollment capacity may vary school to school and will be determined by Human Resources Department.

- a. Prior to starting at that school, all accepted students will receive notification that their acceptance into the school can potentially be revoked if the net increase in resident student registrations into their neighborhood school during the summer exceeds the reserved capacity at that grade level two working days after the return of the elementary office managers.
8. If insufficient capacity exists to accommodate all Choice Transfer requests, the following prioritization will be followed to fill the available spaces:
- a. Students who reside in the school attendance area and who have choice transferred to another district school and want to return to their neighborhood school.
 - b. Siblings of students already attending the requested neighborhood school or option program. If the student is wanting to choice-in to an option program as a sibling, the other sibling must already be enrolled in the same option program.
 - c. Students currently enrolled in the school who have moved outside of the school attendance area within district boundaries.
 - d. All remaining district resident students with application submitted prior to the transfer request deadline.
 - e. All remaining out of district students with choice application submitted, providing Inter-District Transfer application approval.

At any prioritization stage at which demand exceeds the number of available spaces, allocation will be determined through a lottery selection to be held at least seven days prior to the June 15 notification date. The lottery selection will be made to establish an order for filling the remaining available spaces, if any, in each school.

Students who request a transfer after the request deadline will be placed on a waiting list, after the above prioritized groups, based on date and time of submission of the transfer request.

Students will be contacted in sequence of their selection.

Two working days after the return of the elementary office managers, additional requests for intra-district transfers will again be reviewed following the student process in section 8. Total enrollment will be reviewed by the Human Resources Department at this time. Parents with students on each school's intra-district wait list will be notified of available space within the requested school and grade level. At this date, a minimum of five percent capacity at each grade level will no longer be reserved for new in-area resident students.

9. After the placement process in Section B.8. is completed, students not offered a transfer shall be required to attend the school within their geographic attendance

area.

10. Transportation to and from school under Procedure may be provided consistent with Policy and Procedure 6600.

D. Administrative Transfer Procedure:

An Administrative Transfer is a transfer that may be initiated by the district, parent, guardian, emancipated students and/or students who meet the definition of homeless child or youth under Procedure 3115.

Administrative Transfer Process:

Administrative transfer request may be made to current school administration or Student Services Department.

The administrative transfer process may occur through both school administrators or through the Student Services Department. If requested school is not an option, other potential schools are identified, and placement determined by involved principals. An Administrative Transfer placement may be reviewed and changed by a School Director or Director of Student Services Department at any time.

1. The district reserves the right to transfer students to particular district schools or programs outside of the student's geographic attendance area. Reasons for such transfer may include, but are not limited to:
 - a. As a result of a suspension or expulsion; consistent with procedure 3240.
 - The student is excluded from the student's regular educational setting in accordance with WAC 392-400-810 (exclusion for protection of a victim); or
 - The student is otherwise precluded under law from returning to the student's regular educational setting;
 - b. Academic considerations;
 - c. Programming for special needs;
 - d. Protection of the health or safety of student(s), staff, or others;
 - e. Reducing program disruption;
 - f. School capacity;
 - g. Parent request.
2. Administrative Transfer Decision Process: When application for an Administrative Transfer is made, the principal/designee of the resident school will contact the principal/designee of the receiving school to consider the following:
 - a. Reasons for request.
 - b. If space and necessary staff are available at the receiving school.

- c. If appropriate educational programs or services are available to meet the student's needs at the receiving school.

A decision to accept the transfer may include unique considerations such as a student's culture, mental health needs, Individualized Education Plan, 504 Accommodation Plan and/or English Language Development needs.

A decision to grant an Administrative Transfer will be made and communicated to the parent/guardian. An Administrative Transfer placement may be reviewed and changed by a Student Services Department administrator at any time.

3. An Administrative Transfer may be conditioned on the student's regular attendance,
4. The district will assume responsibility for transportation of students transferred pursuant to an Administrative Transfer unless the Administrative Transfer is made pursuant to a parent request in which case the district may make such transfer conditioned on parents providing transportation.

E. Other Conditions including School Boundary Changes:

Once transferred to a school pursuant to this Policy/Procedure, a student is considered admitted to that school for the remainder of the student's tenure in that school, except when school attendance boundaries are changed. As such, a student need not reapply annually to attend the same school. A transfer, however, when approved for one school level, will not automatically apply to the next school level, (i.e., elementary to middle level or middle level to high school), other than children of full-time employees as provided in Section B.3. above. Upon matriculation to a new school level, a student shall be required to attend the school within his or her geographic attendance area and a new Choice Transfer request must be initiated if a transfer to a different school is desired.

If a student moves to a different school attendance area and wishes to remain attending the school in which they had been attending, they may remain at the school for the remainder of the school year. The family will need to complete a Choice Transfer request and follow the process for the following year.

During the 2022-23 school year on the North side of the school district and the 2023-24 school year on the South side of the school district, school attendance boundaries will be adjusted at all three school levels, elementary, middle and high. This shift is necessary to right-size and accommodate the grade level configuration change to a K-5, 6-8 model. During these two transition years, special procedures have been developed to facilitate movement across schools as follows:

When school boundaries are changed, rising fifth, eighth and tenth through twelfth grade students can elect to stay at their current school if their school attendance boundary is changed to a different school attendance area. All other students whose school attendance area boundary is changed must attend the school in the new attendance area or request a Choice Transfer to their previously assigned school, if desired. Previously assigned neighborhood students impacted by a school attendance area boundary change will be given priority for transfer over prior choice students attending the school and new choice transfer requests, based on space available for students residing within the new school attendance boundaries.

In January 2022, all kindergarten through third grade students who have choiced into

a neighborhood school outside of their school of residence must reapply to continue to have choice re-granted. This is necessary to ensure there will be space to accommodate the shifts of students when school boundaries change. Students who have choiced into a school outside of their school of residence and who re-apply may be granted choice back into the school after students residing with the school's boundaries are accommodated and previously assigned neighborhood students who have requested transfer back into the school are granted choice transfer.

F. Appeal Procedure:

Any denial of a transfer request may be appealed to the building principal and the school director for the purposes of resolution. Further request for Review of Appeal will be made to the director of Student Services or his/her designee. The decision of the director of Student Services or his/her designee shall be final.

G. Charter School Transfer:

Spokane Public Schools recognizes charter school autonomy. However, Spokane Public Schools is hoping to partner with prospective charter schools to disseminate information, assist families with enrollment, and to make transition between schools as easy as possible.

1. Opportunity to Apply

Spokane Public School charter schools are public schools of choice and are open to all students residing in the district. Charter schools should take primary responsibility for disseminating information about their programs so that as many parents and students as possible may be informed about the educational opportunity provided. Application contents, deadlines, and processes are specific to each individual charter school and will reflect each school's Board of Education approved contract.

2. Enrollment Practices and Procedures

While we hope to have common enrollment and transfer policies, we recognize that the enrollment process at individual charter schools may differ slightly from the standard Choice selection process due to policies and procedures as outlined by their Board of Directors.

If a charter school's procedures vary from district standard procedures, the charter school will publish such variations on all printed enrollment materials (including its application) as well as on the school or program's website. Any variation should follow their approved contract with the Board of Directors and all state laws.

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