

## Nonresident Students

- A. All requests for the acceptance of a non-resident student to attend Spokane Public Schools shall be submitted in writing to the District using an Inter-District Transfer Request Form or submitted on-line using the district school choice enrollment system. An Inter-District Transfer Request Form may be obtained from the resident school district or accessed through the on-line choice enrollment system. All transfer requests must be initiated by the parents/guardians of a student, the only exception being an emancipated student or student who meets the definition of an unaccompanied, homeless child or youth under Procedure 3115.
- B. The District shall accept for enrollment non-resident students who reside in school districts which do not provide the grade in which the student is eligible to enroll (e.g., high school students from the Great Northern School District). This is not considered to be an inter-district transfer and the provisions of this policy and procedure shall not apply.
- C. Upon receipt of a request by a non-resident student to transfer to the District, the District shall verify that a release from the resident district has been obtained by the student/parents/guardians and that the non-resident student applicant qualifies for transfer under one or more of the following criteria:
1. A financial, educational, safety, or health condition affecting the student would likely be reasonably improved as a result of the transfer;
  2. Attendance at the school in the non-resident district is more accessible to the parent's place of work or to the location of child care;
  3. A student who was enrolled the previous school year in a nonresident district who is scheduled to complete in the same nonresident district during the next school year the highest grade offered in the resident district;
  4. A student who has completed two or more school years in a nonresident district without a release but with the knowledge of such nonresident attendance by the superintendent or any member of the board of directors of the resident district;
  5. There is a special hardship or detrimental condition; or
  6. The student is the child of a full-time certificated/classified school employee seeking to enroll pursuant to RCW 28A.225.225.
  7. Whether the non-resident student has repeatedly failed to comply with the requirements for participation in an online school program or ALE program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

The District will review the Inter-District Transfer Request Form and will approve or deny the request based on considerations of the above mentioned factors.

- D. Prior to enrollment, the resident district shall be notified in order to make the necessary arrangements for the transfer of student records and the non-resident student's records will be reviewed. Acceptance is contingent upon a review of student records.

- E. Inter-district transfer decisions will be made as soon as possible following intra- district transfer process as outlined in policy and procedure 3131
- F. If the request for admission is granted, the District shall provide the resident school district with a copy of a fully executed Inter-District Transfer Request Form and shall provide the resident school district with an Inter-District Transfer Agreement. The District shall also provide written notice of acceptance to the non-resident student/parents/guardians.
- G. Once enrolled in a District school via the inter-district transfer process, the non-resident student shall be considered enrolled in the school and the school effectively becomes the 'resident' school for that student except that the parents/guardians of the non-resident student shall assume full responsibility for the continued transportation and supervision of the student to and from school. In the event the school needs to modify enrollment due to capacity issues, the student shall be considered along with all other students based on enrollment seniority.
- H. Non-resident student transfers, when approved to one school level, will not automatically be admitted to the next school level (i.e., elementary to middle school level or middle school level to senior high level); the non-resident student will enroll in the designated school of their residence and a new inter-district transfer request must be initiated if a transfer is desired.
- I. If the request for admission is denied, the District shall provide to the resident district a copy of the signed Inter-District Transfer Request Form noting the denied request. In addition, the District shall provide written notice of the denial to the non-resident student. The notice of denial shall specify the reason for denial and notify the student/parents/guardians of his/her right to appeal.
- J. The inter-district transfer process may include a performance agreement developed with the student, his/her parents/guardians, and the receiving school. Terms of the performance agreement may include conditions relative to continuance of the placement.
- K. The District may terminate enrollment (i.e. revoke acceptance) of a non-resident student after the student has been accepted if:
  - 1. After an inter-district transfer request has been approved, it is discovered that the information provided was incomplete or has changed since the time the application was considered, and/or was materially misrepresented on the application; or
  - 2. The non-resident student is expelled from the District or any District program under the usual disciplinary process.
- L. If the District revokes its acceptance of a non-resident student, the District shall provide written notice of the revocation to the resident school district and the non-resident student. The notice of revocation of acceptance shall specify the reason for revocation and notify the student/parents/guardians of his/her right to appeal. Pursuant to the Inter-District Transfer Agreement between the District and the resident school district, the resident school district becomes responsible for the compulsory education of the student upon receipt of the written revocation notice.
- M. An applicant shall have the right to petition the superintendent/designee within five school/business days for review of the decision to deny/revoke admission of a non-resident student and to have a hearing before the superintendent/designee within ten school/business days. Following the hearing, the superintendent/designee shall render

the final decision of the District and shall communicate the decision in writing to the applicant within five school/business days.

- N. The final decision of Spokane Public Schools to deny/revoke the enrollment of a non-resident student may be appealed to the Superintendent of Public Instruction or his/her designee.
- O. Parents of non-resident students are required to complete a non-resident transfer form prior to the beginning of each school year. It is the parent's responsibility to complete this form with the releasing school district; failure to complete the form could potentially result in revocation of the inter-district transfer.

Adopted: 04/11/2003  
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Superintendent: Dr. Shelley K. Redinger