

ACCEPTANCE OF NONRESIDENT STUDENTS

Any student who resides outside the district may apply to attend a school in the district or file the parental declaration of the intent to provide home-based instruction and enroll for ancillary services, if any. The district may accept otherwise qualified nonresident students in a number that when combined with the number of resident students or nonresident students, if any, that have a legal right to attend school in the district, does not exceed 40 students in grades K–8, nor 40 students in grades 9 - 12; provided, that the Superintendent may approve an application for nonresident admission after these limits are reached. If it is determined that acceptance of a nonresident student that would exceed the limits contain herein would constitute a financial hardship for the district or in any other manner result in a negative impact to the district, the application may be denied.

The district shall provide information on interdistrict enrollment policies to nonresidents on request and post the Superintendent of Public Instruction's annual information booklet on enrollment options in the state on the district website.

A parent or guardian shall apply for admission on behalf of his or her child by completing the appropriate district application. The superintendent shall develop an application form which contains information including, but not limited to: 1) the current legal residence of the child and the school district in which he or she is currently enrolled or receiving home-based instruction; 2) the basis for requesting release from the resident district; and 3) the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the district.

The superintendent will establish procedure for nonresident enrollment prioritization and acceptance criteria based upon the following standards:

- A. Whether space is available in the grade level or classes in the school in which the student desires to be enrolled and whether the total number of nonresident students exceeds the enrollment limitation permitted by this Policy; the Superintendent may establish procedures to determine priority for admission of nonresident students in the K-8 program if it appears the number of applications, if granted, will exceed the enrollment limitation;
- B. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence; and
- C. Whether the student's attendance in the district is likely to negatively impact the classroom learning environment or create a risk to the health or safety of other students or staff.
- D. Whether the district has already accepted as many nonresident students for the school year as permitted by this policy and admission of new resident students or students with a legal right to attend district schools has created a financial hardship warranting revocation of previously admitted nonresident students; provided that any revocation actions for this reason shall proceed starting with the last admitted nonresident student.
- E. Whether the student's disciplinary records indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes).
- F. Whether the student has been expelled or suspended from a previous school, in which case the student may apply for admission under the district's policy for readmission of expelled students.
- G. Whether the student has a history of excessive absences and/or disciplinary referrals.

Children of full-time certificated and classified school employees who work in the nonresident district through a contract with ESD 112 and are reported for the nonresident's district personnel report may be considered an employee of that district for the purpose of this section.

The superintendent or designee shall provide all applicants with written notification of the approval or denial of the application in a timely manner. If the student is to be admitted, the superintendent or designee shall notify the resident district and make necessary arrangements for the transfer of student records.

If the application is denied, the superintendent or designee will notify the parent or guardian of the right to petition the board, upon five school business days prior notice, for review of the decision and to have a hearing before the board at its next regular meeting. Following the hearing by the board, a final decision shall be promptly communicated to the parent in writing.

The final decision of the district to deny the admission of a nonresident student may be appealed to the superintendent of public instruction or his or her designee. All applications for nonresident admission shall be acted upon within forty-five calendar days from submission; if no such action occurs, the application shall be deemed denied pursuant to WAC 392-137-205((2)(a)).

The Superintendent shall establish corresponding procedure related to application, acceptance, and termination of nonresident student enrollment.

In the event the District determines to revoke or terminate the acceptance of a nonresident student, the District shall provide the equivalent notice of action and hearing rights that apply to a student expulsion action under chapter 392-400 WAC.

Cross References:	Board Policy 3120	Enrollment
Legal References:	RCW 28A.225.220	Adults, children from other districts, agreements for attending school — Tuition
	RCW 28A.225.240	Appeal from certain decisions to deny student's request to attend nonresident district — Apportionment of credit
	RCW 28A.225.290	Enrollment options information booklet
	RCW 28A.225.300	Enrollment options information to parents
	C 36 L 03	Enrolling Children of Certificated and Classified School Employees
	WAC 392-137	Finance — Nonresident attendance
Management Resources:	<i>Policy News</i> , September 1999	School safety bills impact policy
	<i>Policy News</i> , June 2003	Enrolling children of School Employees

Adoption Date: December 14, 2005

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The superintendent, or designee, shall process applications for nonresident admission. Parents/guardians must follow the following application process.:

1. Meeting with superintendent, academic advisor and/or grade level teacher.
2. An application for nonresident admission must be submitted to the district office.
3. Upon notification of acceptance, Choice Transfer request must be submitted to the resident district office.

Nonresident admission applications must be received no later than September 30 and January 31 for Fall and Spring semesters, respectively. Students who reside in a Pacific Crest Innovation Academy cooperative district shall have admission priority and rights as in-district students.

Non-resident student enrollment determination will be based on the following prioritized criteria:

- 1) If the non-resident student is the child of a certificated or classified school employee, or contracted ESD112 employee, whose primary residence is in Washington State, the superintendent shall accept the transfer request unless the nonresident student:
 - A. Has a history of convictions, violent or disruptive behavior, or gang membership;
 - B. Has been expelled or suspended from school for more than ten consecutive days; or
 - C. Enrollment of a child would displace a child who is a resident of the district, (the child must be permitted to remain enrolled until he or she completes his or her schooling).
- 2) Returning students (enrolled the prior school year)
- 3) Students with siblings that currently attend Mill A School
- 4) Grade 6-8 students with expressed intent to subsequently enroll in Pacific Crest Innovation Academy
- 5) All other applications for non-resident enrollment will be considered on an equal basis in the order received by the district office.

Applications not granted due to the enrollment limit may be denied and placed on a waiting list for the duration of the school year based on their priority number.

Nonresident admission is valid for a maximum of that school year for which the application was accepted; parents/guardians must apply for nonresident admission annually. Students whose nonresident admission is not renewed are subject to enrollment termination. Nonresident admission may be granted for a partial school year and/or part-time enrollment; provided that for the purpose of determining the enrollment limits on nonresident students under Policy 3141, a part-time enrollment student and a full-time enrolled student shall each be treated as one student.

The district office or academic advisor shall make an application form available to parents/guardians. The form shall require 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 in which the student desires to be enrolled if accepted by the nonresident district; unique 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.

Procedure 3141P

Each application shall be reviewed individually in accordance with the criteria set out in Policy 3141, including the enrollment limitations. The superintendent or designee shall coordinate obtaining the student's discipline and attendance records from his/her prior school if deemed necessary to review the application. The superintendent, or designee, may require a meeting with the parent/guardian and student as part of the district's review of the application for admission.

The superintendent, or designee, shall decide within 30 calendar days whether to grant or deny the application for nonresident admission. If the student is to be admitted, the superintendent, or designee, shall notify the resident district, the receiving school and the parents/guardians. The receiving school shall make necessary arrangements for the transfer of student records.

The District reserves the right to revoke the nonresident student transfer agreement at any time throughout the school year if:

- Regular attendance is not maintained.
- Student fails to comply with rules and regulations applicable to all students.
- Information provided by the applicant parent/guardian is incomplete, incorrect, and/or misrepresented.
- Nonresident student placement displaces a resident student or if space in the grade level classes is exceeded as defined in Policy 3141.

If the District determines to revoke or terminate a previously granted application for admission, the District shall provide notice to the parent and hearing rights equivalent to a student expulsion action under chapter 392-400 WAC. If the Board of Directors, on appeal, affirms such a decision, the district will notify the parents/guardians of their right to appeal the final decision to the Office of the Superintendent of Public Instruction as required under WAC 392-137-230.

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