

**Non-Resident Application
Parent/Guardian Checklist
2020-2021**

Applications will be accepted from July 13 through August 3, 2020. Applications submitted prior to July 13 will be held for families convenience and considered received on July 8. Applications submitted after August 3 will be denied.

For a student who lives outside Highline Public Schools (HPS) boundaries to be considered for enrollment, all of the following documentation must be submitted to the Highline Public Schools Student Placement Office.

- Choice Transfer Request Form:** Complete the Choice transfer release form at the resident district. Electronic notification is then sent to the HPS Student Placement office.

- HPS Non-Resident Application Form:** Obtained on HPS' website or at our central office. **If your student is renewing a Choice Transfer Request, this step is not required, unless they're transitioning to a new school.**

- Discipline Documentation:** Verification that your student has not had any disciplinary issues in the past year. Please provide a report from the current school of attendance. Students currently enrolled in HPS are not required to submit this documentation.

- Special Education Records and 504 Plan:** If applicable, please provide copies of student's Individualized Education Plan (IEP) and/or 504 accommodation plan. Students currently enrolled in HPS are not required to submit this documentation.

- Additional Documentation:** Applications requesting continued enrollment, requesting attendance based on childcare needs or due to location of employment, or hardship circumstances require additional documentation.

Please Note: An application is not considered submitted until it is complete and includes all necessary attachments and documents. If the student should receive an approved transfer, the student will not be eligible for Highline Public Schools transportation except when required under 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA).

Assignments are made on a space available basis and non-resident applications are not waitlisted.

Please take this form to your resident district so they can help you provide the necessary documentation.