

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 3140 P-1

ATTENDANCE/RELEASE OF RESIDENT AND
ACCEPTANCE OF NON-RESIDENT STUDENTS

A. Release of Resident Students

1. Adult students (18 years or older), or parents, guardians, or custodians of minor students requesting consideration for release to attend a non-resident school district shall submit the request in writing (see Attachment 1) to the superintendent specifying the reasons for the request.
2. Release of a student to attend a non-resident school district should be based on one or more of the following conditions:
 - a. There is a condition of a financial, educational, safety, or health nature that is affecting the student or the student's immediate family, the non-resident district is more accessible to the parents place of work or child care, as a result of the transfer the hardship will be reasonably improved.
 - b. There is a special hardship or detrimental condition. The following shall be considered:
 - (1) The student moved into the Ferndale School District after the school year began and the desire is to complete that particular school year in the non-resident district.
 - (2) The student is in grades 11 or 12 at the time of the request and moved into the Ferndale School District during or immediately preceding the time of the request.
 - (3) The student has completed two or more school years in a non-resident district without a release but with the knowledge of the superintendent or board member of the resident district.
3. If the request is granted, the superintendent or designee shall, in writing, notify the resident and nonresident school district superintendent and the parents.
4. When a student is released to attend a non-resident district, transportation of the student shall not be the responsibility of the Ferndale School District.

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5. The actual admittance to the non-resident district is a matter to be decided between the adult student or the parents, guardians or custodians of minor students, and the superintendent of the nonresident school district. Generally, students who have obtained acceptance from the non-resident district will be released.
6. If the decision is not to release the student, but the non-resident district has agreed to accept the individual, the adult student, parents, guardians or custodians of minor students may request a review of the proposal by the board.

B. Acceptance of Non-Resident Students

Non-Resident students will not be considered for enrollment without prior written release from the resident district.

1. If the superintendent receives a written request to consider the acceptance of a properly released nonresident student (see Attachment 2), the procedures below will be followed:
 - a. The superintendent or designee will share the form (Attachment 2) with the appropriate principal and/or director of special education.
 - b. The principal and/or director of special education will determine whether:
 - (1) The student has requested and obtained a formal release from the student's resident district, or the student has been granted a release as a result of an appeal to the State Superintendent of Public Instruction.
 - (2) An appropriate program can be offered.
 - (3) The particular school, grade level, and class are able to accommodate the student.
 - (4) The student's discipline and attendance patterns meet the Ferndale School District standards.
 - (5) The student is handicapped and the school has adopted an interdistrict agreement with the non-resident district.

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- (6) The student's attendance in the Ferndale School District will likely create a risk to the health and/or safety of other students or staff.
 - (7) The student has been directed to attend the Ferndale School District by court order.
- c. Once the principal and/or the director of special education has made a determination whether or not to receive the student, the superintendent/ designee who will make the final decision.
- (1) If the request is denied, the superintendent/ designee will, in writing, notify the adult student, parents, guardians or custodians minor students, the appropriate principal, and the director of special education, when appropriate.
 - (2) If the request is granted, the superintendent/ designee will conduct notification by forwarding copies of the completed and signed form (Attachment 2) to the district serving the student's residence.
2. If accepted, transportation of and academic fee for the non-resident student will be the responsibility of the student/parent/legal guardian except in some cases for handicapped students.

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