

## NONRESIDENT STUDENTS

Any student residing outside the boundaries of the North Kitsap School District may apply to attend a school within the district. All students applying for Choice Transfer, including students currently enrolled on an approved Choice Transfer request, must apply or reapply annually.

Applications for nonresident status for the *upcoming school year* will be accepted between April 1 and April 30. All parents who apply during this period will receive the district's decision to grant or deny their application no later than May 15.

No applications for nonresident status will be accepted prior to April 1. Parents who apply prior to April 1 are invited to resubmit their applications on or after April 1.

### Priority Consideration

The district has established a priority system for all nonresident student applicants. To effectively apply its priority system, all applications received between April 1 and April 30 will be considered at the same time. Priority will be given to applicants in the following order:

1. School Site Requested
2. Grade Level
3. Current/Returning Choice Student
4. Attendance
5. New Choice Request.

Parents are **strongly encouraged** to apply for nonresident status between April 1 and April 30. Applications received after April 30 will be considered on a rolling basis, subject to space availability.

### Application Process for Current Non-Resident Students

To apply, parents must complete the following two-step online application process. There are no paper forms to complete.

**Step 1.** Complete a Request for Non-Resident Admission by logging in to Family Access and clicking on the Online Forms Tab on the left side of the screen.

Family Access can be located at the following link: <https://www02.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wnkitsas71/fwemnu01.w>

**Step 2.** The parent(s) must request release from their home district by navigating to the following link and completing the online release form:  
<https://eds.ospi.k12.wa.us/ChoiceTransferRequest>

Once the online release form is submitted, you will receive three auto-generated emails:

1. Receipt of the release application.
2. Notification when the request has been submitted to the district.
3. Notification when the request has been approved.
- 4.

Step 1 and Step 2 must both be completed to have the application considered submitted.

### **Application Process for New Non-Resident Students**

For families that live outside of the NKSD boundary area and desire that their student attend school in NKSD. There are two steps to request non-resident admission to the North Kitsap School.

**Step 1.** Complete and online pre-registration application for the North Kitsap School. Part of the application is the Request for Non-Resident Admission form. Be sure to complete that form as part of the pre-registration application. Parents are notified of approval or denial by email.

Follow this link to access the New Student Online Registration portal:

<http://www.nkschools.org/cms/one.aspx?pageId=451240>

**Step 2.** Upon approval of the Request for Non-Resident Admission, a release from the home district is required.

Follow this link to request release: <https://eds.ospi.k12.wa.us/ChoiceTransferRequest>

Once the online release form is submitted, you will receive three auto-generated emails:

1. Receipt of the release application.
2. Notification when the request has been submitted to North Kitsap School District.
3. Notification when the request has been approved.

Step 1 and Step 2 must both be completed to have the application considered submitted.

### **Standards for Accepting or Rejecting an Application**

The superintendent or designee will accept or reject an application for nonresident admission based upon the criteria listed in Policy 3141. Policy 3141 is available here:

<https://www.nkschools.org/common/pages/UserFile.aspx?fileId=22619649>.

### **Admission or Denial: Notice of decision**

The superintendent or designee will provide all applicants with written notification of the approval or denial of a nonresident student's enrollment application within 45 calendar days of their application. **Parents who submitted applications between April 1 and April 30 will be notified of the district's decision no later than May 15.**

Parents who submitted applications after April 30 will be notified within 45 calendar days of the district's decision.

If the student's Choice Transfer application is accepted, the superintendent or designee will notify the student's resident district and make necessary arrangements for the transfer of student records. To maintain enrollment in the district, the nonresident student must sustain:

1. Satisfactory academic progress.
2. A disciplinary record with no incidences of violent, destructive, or disruptive behavior.
3. A disciplinary record with no truancy.
4. Consistent attendance.

If the Choice Transfer application is denied, the superintendent or designee will notify the parent or guardian in writing within 45 calendar days from receipt of the parent's application. The notification will include the reason(s) for denial and inform the parent or guardian of their right to appeal the district's denial decision to the Superintendent of Public Instruction or designee as detailed in RCW 28A.225.230.

**Children of full-time employees**

Children of full-time certificated or classified employees shall be permitted to enroll according to the provisions in district Policy 3141.

Adopted: 01/23/2023

**North Kitsap School District**