

Information to Appeal a Boundary Request

Notice of Decision and Appeal Process

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

If the application is denied, the superintendent will notify the parent or guardian of the reason(s) for denial and the right to petition the Board of Directors, upon five school business day's 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 will be promptly communicated to the parent in writing.

The final decision of the District to deny the admission of a non-resident student may be appealed to the Superintendent of Public Instruction or his or her designee, pursuant to the process detailed in [RCW 28A.225.230\(3\)](#).

Appeal Notice (denial or release of admission), [WAC 392-137-190](#): Requests for appeal shall be addressed to the superintendent of the denying school district, if applicable, or the superintendent of public instruction (OSPI, 360-725-6000). All requests for appeal should contain the following:

- A. The name, age, grade level and residence (if any) of the student.
- B. The name, mailing address (if any) and the legal relationship of the person (if any) filing the notice of appeal on behalf of the student.
- C. In the case of denial of release, documentation indicating the conditions of [WAC 392-137-155](#) have been met and a copy of all documents or other written evidence submitted to the resident district which indicates the grounds for the requested release.
- D. In the case of denial of admission, documentation that the non-resident district has failed to comply with the standards and procedures specified in [WAC 392-137-205](#).

See HSD Policy [3141-Nonresident School](#) and [RCW 28A.225.230](#) for more information.

Click [Here](#) to see OSPI's information (Office of Superintendent of Public Instruction).