
CHOICE ENROLLMENT: 3131P

Those students living within the assigned attendance area will have first attendance choice in the school. Students requesting attendance in a school under Choice Enrollment provisions will be considered on a space-available basis.

Availability of space in the school or a program will be determined by the Chief Financial Officer/designee, using the program capacity of the school and projected enrollment.

All spaces available for Choice Enrollment will be filled by public lottery and post-lottery waitlist. Only resident students and students of permanent certificated and classified employees of Federal Way Public Schools will be eligible for the lottery. A resident student is one whose residence exists within the boundaries of Federal Way Public Schools.

Only one Choice Enrollment application will be accepted for each student. When multiple Choice Enrollment applications are submitted for the same student, the Choice Enrollment application bearing the most current date will be the application entered into record.

All Choice Enrollment applications must be date-stamped received by the Business Office via the online application within the application windows outlined below.

Any deadline dates or lottery dates that fall on a Saturday or Sunday will move to the following Monday.

NO Choice Enrollment applications will be accepted outside the application windows outlined below. No exceptions.

Choice Lottery

Only resident students and students of permanent certificated and classified employees shall participate in the lottery process. The lottery will be held for elementary schools, secondary schools, Federal Way Public Academy (FWPA), Nautilus Grades 6-8, Olympic View Grades 6-8, and Woodmont Grades 6-8, and TAF@Saghalie grades 9-12.

Enrollment into educational programs such as Cambridge and International Baccalaureate (IB) does not guarantee placement at the school where these programs are offered.

Choice Enrollment applications will be available online, at all schools and the Educational Service Center (ESC) during our open enrollment between the first school day in February and the 15th of March (or Monday after if this date falls on a weekend).

The open enrollment deadline for receipt of applications is 4:30 p.m., the 15th of March (or Monday after if this date falls on a weekend).

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All Choice Enrollment applications received outside the applicable open enrollment timeframe will be denied.

All public lotteries will be conducted at the Educational Service Center (ESC), 33330 8th Avenue South, Federal Way on the third Wednesday in April.

Notification of placement status will be emailed to all applicants by the third Friday in April. Parent/guardians of students offered placement in their “choice” school must respond by email reply to the acceptance email, or must sign and return a printed copy of the placement acceptance letter to the Business Office by the first school day in May. Confirmations (acceptance letters) not received by the Business Office by 4:30 p.m., on the first school day in May, will be interpreted as not accepting the new assignment. Placement will then be offered to the next candidate. No exceptions.

A listing of all applicants not placed, in the priority order generated by the lottery process, will be maintained at the Business Office. “Waiting list” students will be contacted by the Business Office between the first Friday in June and the 10th day of the school year should space become available.

District Employees

Except for students who reside out-of-state, the District shall accept applications from non-resident students who are the children of permanent certificated and classified school employees. The application must be accompanied by a Choice Transfer Request from the student’s district of residence. Those students shall be permitted to enroll unless:

1. The student’s disciplinary records indicate a history of convictions for offenses or crimes, violent or disruptive behavior, or gang membership; or
2. The student has been expelled or suspended from school for more than ten (10) consecutive days; or
3. Enrollment of a child would displace a child who is a resident of the district. (If accepted, the child must be permitted to remain enrolled until s/he completes his or her schooling, so long as the parent remains an employee for the District).

Post-Lottery Choice

Students desiring consideration for post-lottery Choice placement may submit a Choice Enrollment application as outlined below. All applications for post-lottery Choice placement are placed at the bottom of the waitlists generated by the lottery process in the order received.

For post-lottery consideration, Choice Enrollment applications may be submitted between the first school day in May and the Monday of the last full week before the start of school for resident and

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non-resident students. Requests for non-resident students must be accompanied by a Choice Transfer Request from their resident district.

Waiting Lists

There will be three enrollment review periods to determine available space for applications submitted to the waitlist. Applications are due on the following days to be considered for approval, and notifications of approval or continued waitlist placement will be sent 1-2 weeks after these due dates:

1. First Post-Lottery Acceptance Review: applications due the last Friday in May
2. Second Post-Lottery Acceptance Review: applications due the first Friday in August
3. Third Post-Lottery Acceptance Review: applications due the Friday before the last full week of summer.

Only applications submitted by 4:30pm on these dates will be considered during these acceptance reviews, and applications submitted after these dates will be considered in following reviews.

For any schools considered full after the second acceptance review, waiting lists will be closed to receive additional requests. Approval or continued waitlist notifications will be sent for any remaining requests on the waiting list for schools that are closed after the second and third post-lottery acceptance reviews. All placements will be determined by the 10th day of the school year based on space availability. Final acceptance placement and denial letters will be mailed by the 15th day of the school year. Parent/guardians of students offered placement in their Choice schools will be notified by email unless parents/guardians request a different form of communication.

Parent/guardians of students offered placement in their Choice school must enroll their student into the Choice school within five (5) school days of notification. An acceptance confirmation will be emailed or available for the parent/guardian to sign at the Choice school or ESC. Students not enrolled by the end of the 5th school day will have forfeited their acceptance and placement will be offered to the next candidate.

Choice Enrollment will be **closed** after final placements are determined on the 10th day of the school year.

Non-Resident Applicants

Non-resident applicants will not be included in the lottery. Non-resident students shall be considered for placement in the Federal Way Public School of their choice on a post-lottery basis only.

The District will accept Choice Enrollment applications from non-resident students accompanied by a Choice Transfer Request from the student's resident district on the non-resident open enrollment dates outlined above. Non-resident students who qualify for a priority will be placed, in the order received, on the waitlist above non-resident students without a priority status.

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Non-resident students accepted by Federal Way Public Schools through Choice Enrollment shall not be permitted to begin school until a Choice Transfer Request from the student's resident district has been received by the Business Office. **There are no exceptions to this requirement.**

Application Priorities

Choice Enrollment applications will be processed for the lottery and post-lottery based on the following priorities:

Employee Priority

Students residing with permanent employees.

Sibling Priority

Students whose sibling(s) are currently enrolled in the requested school and has a confirmed placement at the Choice school for the requested school year will have priority placement pending space availability.

Resident Priority

Students living within the boundaries of the Federal Way School District.

Limited-Space Program Application Priorities

Choice Enrollment applications for limited-space programs will be processed for the lottery and post-lottery based on the following priorities:

Employee Priority

Students residing with permanent employees of Woodmont K-8, Olympic View K-8, Nautilus K-8, or TAF@Saghalie.

Current Students

Students requesting Choice Enrollment into their resident school's limited space program (Nautilus Grades 6-8, Olympic View Grades 6-8, and Woodmont Grades 6-8, and TAF@Saghalie Grades 9-12). Sibling, & Resident priorities will be taken into consideration within this category.

Sibling Priority

Students whose sibling(s) are currently enrolled in the requested school and has a confirmed placement at the Choice school for the requested school year will have priority placement pending space availability.

Resident Priority

Students living within the boundaries of the Federal Way School District.

Federal Way Public Academy Priorities

Choice Enrollment applications for the Federal Way Public Academy will be processed for the lottery and post-lottery based on the following priorities:

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Employee Priority

Employee priority is only given to students residing with a permanent employee of Federal Way Public Academy.

Sibling Priority

Students whose sibling(s) are currently enrolled in the requested school and has a confirmed placement at the Choice school for the requested school year will have priority placement pending space availability.

Resident Priority

Students living within the boundaries of the Federal Way School District.

Applications received from members of the same family for the same requested school and requested year will be considered individually. Applications received from students of multiples (twins, triplets, etc.) will be considered as one applicant.

Choice Acceptance Duration

It is the District's intent that resident students attending a Choice Enrollment school shall remain at their Choice school through the school's remaining grade levels. However, the District reserves the right to base such final decisions on the needs of all schools in the district.

Resident students accepted on Choice Enrollment will be accepted for the K-12 continuum (except for Choice schools or limited space programs) outlined below. Parent/guardians may request in writing to the Business Office to have their student return to their resident school.

Non-resident students accepted on Choice Enrollment will be accepted for the grade span of the requested school contingent upon annual space availability and receipt of a Choice Transfer Request from the student's resident district prior to the start of each school year.

Additional Considerations

Students not placed in their requested school **will** remain enrolled at their present school. New students, who reside within the boundaries of Federal Way Public Schools, must enroll in their resident school. Non-resident students must enroll in their resident district.

Students who move out of a school's service area, within the boundaries of Federal Way Public Schools, during a school year may request to remain in the K-12 continuum, contingent upon submittal of a Choice Enrollment application.

Students who move out of a school's service area, outside the boundaries of Federal Way Public Schools, may request to continue for the remainder of the grade span of the school, contingent upon submittal of a Choice Enrollment application accompanied by a Choice Transfer Request from their resident district. A new Choice Transfer Request is required prior to the beginning of each subsequent school year. No exceptions.

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By accepting a Choice Enrollment placement, a student forfeits their space in their residential service area school. Should a student desire to return to the school in their assigned attendance area after accepting a Choice placement, the parent/guardian must submit the request in writing to the Business Office.

Transfers which exceed capacity, or administrative transfers initiated by principals may only be approved with the permission of the Superintendent or his/her designee.

Students placed in a Bright Futures Kindergarten class at a school other than their neighborhood school must apply for Choice placement if they desire to continue to attend the school as a Kindergarten student.

Revocation

Choice Enrollment may be revoked for excessive tardiness, absences greater than 10 days, or increased enrollment at Choice school causing overcrowding in school, grade, or program.

Appeal

Requests to appeal a Choice Enrollment decision must be made in writing to the Business Office within ten (10) school days from the date of the decision. A Superintendent's designee will review all relevant information regarding the denial/revocation to either uphold the decision or grant the transfer. The decision will be communicated in writing within ten (10) school days upon receipt of the appeal.

Student Support Services

All students with disabilities have an equal opportunity to participate in all programs and schools including International Baccalaureate (IB) programs, Cambridge, Internet Academy, Career Academy at Truman and Federal Way Public Academy. A student with a disability will not be excluded from a program, except where careful consideration has been given to the services, modifications, or adjustments necessary for the student to participate, and where it has been determined that such services and modifications would fundamentally alter the nature of the program and not allow the student to access a free and appropriate public education.

Once the Choice application decision is made through the Choice lottery or the non-resident student is released by the resident district and within two (2) weeks of receiving the student's disability records, a group of persons, including persons knowledgeable about the child, the meaning of the evaluation data, and the placement options will review the entire application and the student's disability related records to determine the nature and degree of the accommodations and the services the student would require at the Choice school. A decision will be rendered

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regarding the student’s enrollment at the Choice school or program and the parent will be notified in writing and provided with their procedural safeguards.

The placement of all Choice Enrollment students receiving special education services will be reviewed annually by a group of persons, including persons knowledgeable about the child, the meaning of the evaluation data, and the placement options. If the Choice school can continue to provide the student’s required services, the placement may continue. However, reassignment to an alternate school within the district or return to a student’s resident district may be necessary, consistent with the annual IEP/504 review.

Transportation

If a Choice Enrollment request is approved, transportation to the school is the responsibility of the parent even if an IEP allows for transportation.

K-12 Continuums for Choice Enrollment Purposes (elementary – middle school – high school)

Subject to change to align with future boundary changes

Area 1

Enterprise/Panther Lake/Sherwood Forest/Silver Lake – Illahee – Todd Beamer
Lakeland/Rainier View – Sequoyah – Todd Beamer

Area 2

Adelaide/Green Gables/Lake Grove/Twin Lakes – Lakota – Decatur
Brigadoon/Olympic View – TAF@Saghalie – Decatur
Silver Lake – Illahee – Decatur

Area 3

Mirror Lake/Nautilus/Wildwood/Woodmont – Sacajawea – Federal Way

Area 4

Camelot/Lake Dolloff/Meredith Hill/Valhalla – Kilo – Thomas Jefferson
Mark Twain/Star Lake/Sunnycrest – Totem – Thomas Jefferson

Interscholastic Eligibility – Grades 9-12

All student athletes in grades 9-12 must meet the eligibility requirements of the Washington Interscholastic Activities Association (WIAA) and the Federal Way Public Schools (FWPS).

Any student attending a school outside of his/her residential service area school is considered a WIAA transfer student and is eligible for sub-varsity athletic competition ***only*** for the first calendar year following the transfer.

Athletic eligibility rules apply to all transfers.

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Copies of the WIAA eligibility requirements and the FWPS Rights and Responsibilities Handbook shall be provided to each student who participates or turns out for a sport, prior to any practices.

All instances of eligibility must conform to the rules and regulations of the Federal Way Public Schools and the Washington Interscholastic Activities Association.

WIAA Transfer Appeals:

Students who wish to appeal their eligibility should contact their school's Athletic Director.

Communication

All students and parents/guardians will be notified of the Choice Enrollment policy and procedures using information distributed in all major languages and through a variety of media that may include newspapers, guidance counselors, and school newsletters.