

RELEASE OF RESIDENT STUDENTS: 3140P

As defined in WAC 392-137-125, the term “Nonresident District” means the district in which the student is enrolled or is seeking entrance to and in which the student’s residence is not located.

A student who resides within the boundaries of the Federal Way Public Schools may apply for release to a non-resident district by [completing a release form \(No. 211\)](#) entitled “Request for Transfer to a Nonresident District”. This form must be filed with the District designee for final authorization of the release.

- A. Students must be “released” annually.
- B. Release requests will be accepted for processing beginning January 1 (of the current school year) for the following school year.
- C. Release requests will be accepted for processing on an “as needed” basis for the current school year.

Release protocol is as follows:

- A. Students identified as qualifying for IEP services must be released by the Director of Student Support Services or designee prior to filing said application with the Office of Student Placement.
- B. Students currently enrolled in a Federal Way school must be released by the principal or designee of the school prior to filing said application with the Office of Student Placement.
- C. Final authorization of the release requires approval of the Student Placement Manager or designee.
- D. The Student Placement Manager or designee shall promptly notify the parent and the nonresident district of the decision (in writing).

In all cases that the District approves the release of a resident student, the student or the student’s parent or guardian shall be solely responsible for transportation.

The Federal Way Public Schools will not accept any financial responsibility for the educational costs of students released to attend a nonresident district. This includes any and all fees which might be incurred by the student as a result of charges by the nonresident district.