

## STUDENTS

### In-District Transfers - Attendance Boundaries (Resident Students)

#### In-District Transfer Requests

Students attending a school other than their attendance area school must submit a request for in-district transfer. This request must be submitted for approval to the principal of the requested school and include the reason for the transfer request. The request form can be accessed via the district website. Unless otherwise noted below, in-district transfer request need only to be submitted once and will be in place until the student moves to the next educational level (i.e. elementary school to middle school and middle school to high school)

All transfer requests are subject to space availability. During the school year, transfer requests for the current school year will be considered in the order they are received. Requests for in-district transfer for the following school year will be accepted beginning November 1 of the current school year. All requests submitted by January 31 will receive priority consideration.

#### Reasons for Requesting an In-District Transfer

- A. Transfer to attend a school other than the attendance area school due to a financial, educational, safety or health condition that creates a special hardship or detrimental condition affecting the student.
  1. The request may be denied if:
    - a) The grade level or class at the building where the student desires to enroll is at capacity for additional students;
    - b) The student's disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership;
    - c) The student has been expelled or suspended from a public school for more than ten consecutive days; or
    - d) Appropriate educational programs or services necessary to improve the student's condition as stated in the request are not available at the requested school.
- B. Transfer to a school outside the attendance area which is closer to a parent or guardian's place of work.
  1. The request may be denied if:
    - a) The grade level or class at the building where the student desires to enroll is at capacity for additional students;
    - b) The student's disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership;
    - c) The student has been expelled or suspended from a public school for more than ten consecutive days; or
    - d) Appropriate educational programs or services necessary to improve the student's condition as stated in the request are not available at the requested school.
- C. Transfer due to a change in residence resulting in a change in attendance area school.

1. Students who experience a change in residence to a different attendance area during the school year will be allowed to finish the school year at their current school without completing a transfer request. If the student(s) wish to continue attending their current school beyond the completion of the current school year, an in-district transfer request must be submitted.
2. Families may elect to move their child(ren) at the time of the move or at the end of the school year.
3. The request may be denied if:
  - a) The student has demonstrated chronic absenteeism, defined as excused or unexcused absences in excess of an average of 18 days during a school year.

D. Transfer due to a district boundary change.

1. As it becomes necessary to adjust elementary and middle school attendance boundaries due to growth and other factors, students who are attending a school that is losing students due to a boundary change, who are currently attending due to an in-district transfer will have their transfer rescinded for the school year the boundary change goes into effect. Students will need to submit a new request to remain at their current school of attendance. The request may be denied if:
  - a) The grade level or class at the building where the student desires to enroll is at capacity for additional students; or
  - b) The student has demonstrated chronic absenteeism, defined as excused or unexcused absences in excess of an average of 18 days during a school year.
2. Students attending a high school impacted by a boundary change will have the option of moving to the new area attendance school, or to remain in their current school through the end of high school.
  - a) This transfer request may not be denied. Siblings not currently attending high school will attend their attendance area high school in the future.
3. A student who no longer resides in an attendance area school boundary due to a boundary change and who is entering the last year of elementary or middle school will be granted the opportunity to complete their last year at that level at their current school. Their siblings entering grades K-7 will be allowed to attend through the end of the school year, as well, so all members of the family can attend the same school. Transportation to and from school will be provided by the parents and after that year, all siblings must attend their attendance area school.
  - a) Students will not be denied transfer for the first year of the boundary change.
  - b) After year one, siblings will need to submit a transfer as per 4(a).

E. Transfers due to daycare for students in grades K-5.

1. Students enrolled with a daycare provider outside of the attendance area who wish to attend the daycare's attendance area school must submit a transfer request.
2. Parents or guardians must submit form F-2 3132 Daycare Provider Verification For K-5 Transfer Students annually to the daycare attendance area school.
  - a) Students will not be denied transfer if daycare is verified at the time of the request to transfer and annually thereafter.

F. Transfers of children of full-time employees.

1. Pursuant to [RCW 28A.225.225](#), a student who is the child of a full-time employee will be

permitted to enroll:

- a) At the school where the employee is assigned even if the building or grade-level is at capacity;
  - b) At a school forming the district's kindergarten through grade 12 continuum, which includes the school where the employee is assigned and the student remains enrolled until they complete schooling; or
  - c) At a school in the district that provides early intervention services pursuant to [Chapter 28A.155.065 RCW](#) and/or preschool services pursuant to [RCW 28A.155.070](#), if the student is eligible for such services.
2. The district may reject the request of a student who is the child of a full-time employee if:
- a) Disciplinary records or other evidence supports a conclusion that the student has a history of convictions, violent or disruptive behavior or gang membership; or
  - b) The student has been expelled or suspended from a public school for more than ten consecutive days; or
  - c) The student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluation.

### Approval of Transfers

If the request is granted, the parents or guardians will agree to:

- A. Provide transportation to and from the requested school unless otherwise determined by the district.
- B. Keep the student in the requested school for the entire school year.
- C. Notify the district if at any time, after the first year, the parents wish to return the student to their attendance area school.

### Denial of Transfer Requests

- A. If the request is denied based on a lack of space, the student will be enrolled at the attendance areas school or another school with available space requested. A letter of explanation for the denial will be sent to the parents. There is no appeal process for denial based on a lack of space. Parents may choose to have their student placed on a wait list, with students prioritized by the earliest date of request. Should space become available prior to the second week of the current term, at their requested school, students will be provided the option of transfer. The district will report, via the district website, schools and specific grade levels that do not have space as early as possible, but no later than February 15 each year.
- B. If the request for a resident student transfer is denied for reasons other than space, the principal will notify the parent or guardian the reason for the denial of transfer and the right to appeal to the superintendent / designee. Parents have 20 calendar days from the date of the denial to appeal the decision. The decision of the superintendent/designee shall be final.

### Rescinding Transfers

Excessive student misconduct and/or chronic absenteeism may warrant a decision by the district to rescind an in-district transfer and return students to their attendance areas school. Such a decision will be made no later than the end of the current school year. Students will not have the resident student transfer rescinded during the current school year.

#### Washington Interscholastic Athletic Association Participation for In-District Transfer Students

The WIAA rules will apply to transfer students regarding enrollment and athletic participation:

- A. To be eligible to participate and/or represent a member school in an interscholastic varsity athletic contest, the student must be residing either within the boundaries of the attendance area school (hereafter referred to as the residence rule) or be a new freshman student with an approved resident transfer to that school.
- B. Any student approved for resident transfer after the beginning of their initial entry into high school as a freshman and who has participated in an athletic activity at their school of initial enrollment does not meet the residence rule and will be allowed to tryout and participate in athletics at the freshman, sophomore, and junior varsity levels. Varsity level participation will not be allowed for a period of one calendar year from the first day of attendance.
- C. A successful transfer is defined as being registered, enrolled, and in attendance for one day or portion of a day. If a student successfully transfers to a school out of his/her regular attendance boundary, the student will not be allowed to return to the home boundary school for the school year indicated on the transfer form. A student who has established athletic eligibility at a high school of choice outside their attendance area school will be required to have continuous enrollment at the established school of choice regardless of any family unit move to remain eligible at the choice school. The student may request to return to the home boundary school the following school year. If the request is granted, the student will be ineligible to participate in athletics at the varsity level for one calendar year from the first day of attendance.
- D. A student whose family changes residence to a different attendance area school within the district will meet the residence rule, is not considered a transferring student, and will be deemed eligible for varsity level participation.
- E. A student whose parents or legal guardians reside at different addresses within the district but in different attendance area school boundaries are deemed to meet residence requirements for the attendance area school in which they initially enroll. If the student changes to the residence of the other parent or guardian within a given school year, unless under court order, the student will be considered a transfer student and will be ineligible for varsity competition for a period of one year from the first day of attendance.
- F. Students who change residence due to the death or disability of a parent or guardian or military deployment in order to reside with a relative will be deemed to meet the residence rule.
- G. A student who is under the commitment of the Department of Social and Health Services, the juvenile court or the release of the Office of Superintendent of Public Instruction where residence is the result of assignment by a governmental entity will be deemed to meet the residence rule.
- H. Transferring students deemed ineligible can request a waiver of the residence rule. The student must provide evidence of hardship. A hardship exists when some unique circumstances beyond

the student's, or where applicable, their parents/guardian's control, necessitates a waiver of residence. Curriculum offerings, usual maturation problems, family situations, or peer relations do not constitute a hardship. The burden of providing evidence that a hardship exists shall be borne by the student and/or parents/guardians. There must be a direct causal relationship between the alleged hardship and the student's request for a waiver of the residence rule. The hardship waiver will be reviewed by the athletic director at the enrolled school and submitted to the District 8 Eligibility Committee for decision. If the hardship waiver is approved, the transfer student will be immediately eligible to participate in WIAA competition. If the hardship waiver is not approved, appeal can be made to the WIAA Executive Director.

Amended: August 13, 2008  
Amended: November 2, 2023