

STUDENTS

Out-of-District (Nonresident or Choice) Student TransfersOut-of-District Transfer Requests

All transfer requests are subject to space availability. 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.

Requests for out of district transfer must be submitted through the online Choice Transfer Request Portal (CTRP). The CTRP is linked on the district website. The district begins processing requests for transfer for the following school year begin March 1 each year. Out-of-district transfer requests must be submitted annually.

The following situations require a request for out-of-district transfer:

- A. Students whose legal residence changes to different school district boundary attendance area in elementary or middle school who wish to continue to attend their current school;
- B. Students in grades K-5 whose daycare is outside of their school district boundary attendance area;
- C. Students who wish to enroll in an online course or online school program offered by the Kennewick School District; or,
- D. Students who are children of full-time employees who reside outside the Kennewick School District.

The following criteria will guide decisions regarding out-of-district transfer requests:

- A. Financial, educational, safety, or health conditions creating a special hardship or detrimental condition affecting the student for which there is no other reasonable alternative.
 - 1. A hardship exists when some unique circumstance beyond the student's and/or parent/guardian's control, concerning the student's educational, physical, or emotional status exist and only when such circumstances are beyond the student's or the parent's control.
 - 2. Curriculum offerings, usual maturation problems, family situations, or peer relations do not constitute a hardship.
- B. Parent/guardian workplace accessibility.
- C. Daycare accessibility for students in grades K-5.
 - 1. Form F-1 3132 Daycare Provider Verification For K-5 Transfer Students is required for requests due to daycare.

Out-of-district transfer requests 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 record or other documentation indicates 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;
- D. The student has demonstrated chronic absenteeism, defined as excused or unexcused absences in excess of an average of 18 days during a school year;
- E. Appropriate educational programs or services necessary to improve the student's condition as stated in the request are not available at the requested school; or
- F. The student is requesting transfer to an online program and has repeatedly failed to comply with requirements for participating in an online program, such as participating in weekly direct contact with the teacher or monthly process evaluations.

If the request is denied, parents will be notified. Denied requests can be appealed by requesting a hearing through the Office of Administrative Hearings. Information regarding appeals can be found on the Office of Superintendent of Public Instruction website.

Children of Full-time Employees

Pursuant to [RCW 28A.225.225](#), an out-of-boundary 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 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](#) and/or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.

The district may deny the application 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;
- 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 evaluations.

If an out-of-district request is granted, the parents 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.

Student excessive misconduct and/or chronic absenteeism may warrant a decision by the district to rescind an out of boundary student transfer and return the student to their attendance area 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 Out-of-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 physically 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 transfer to that school.
- B. Any student approved for 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 the 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 to reside with a relative due to the death or disability of a parent or guardian or due to military deployment 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 parent's/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.

Adopted: November 2, 2023