

STUDENTS

Out-of-District (Nonresident or Choice) Student Transfers

Kennewick School District may honor the request of parents or guardians to enroll children from districts other than those determined by residence. Out-of-district transfers will be considered after all in-district transfers have been processed. The district is not required to accept out-of-district students. Kennewick School District may accept or deny an application for out-of-district admission based on procedures established in Procedure 3131.

The district will provide information regarding attendance area transfer options on the district website.

Parents must submit a request for nonresident transfer annually through the online Choice Transfer Request Portal (CTRP) and must be resubmitted annually.

Falsifying information, documents, or the failure to notify the district of changes in resident district status may result in the student(s) being withdrawn and returned to their attendance areas school. The student(s) will not be eligible to re-apply for transfer for one calendar year from the date of withdrawal from the Kennewick School District.

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 Students will not have the out-of-district transfer rescinded during the current school year.

The superintendent's designee will provide all applicants with written notification of the approval or denial of a nonresident student's enrollment application in a timely manner. If the student is admitted, 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's designee will notify the parent or guardian in writing. The notification will include the reason(s) for denial and inform the parent or guardian of their right to appeal the district's denial decision to the Office of Superintendent of Public Instruction (OSPI) as detailed in [RCW 28A.225.230](#).

Athletic participation will be allowed if the student with an approved out of boundary transfer meets Washington Interscholastic Athletic Association (WIAA) eligibility requirements.

Existing cooperative agreements between school districts are not to be adversely affected by this policy.

