

## **PROCEDURE – SCHOOL ATTENDANCE AREA TRANSFERS NON RESIDENT STUDENTS**

**3141P**

School sites shall register only those students whose official and verified residential address places them within that school's service area. All other student requests for transfers will be coordinated through the Office of School Leadership.

Parents/legal guardians of students who live outside the District and wish to attend school in North Thurston Public Schools must first get a release from the District in which they reside and submit the approved release to North Thurston Public Schools Office of School Leadership at the district administrative center for consideration.

### **Application Process**

Requests for transfers will be accepted annually on the timeline printed on the application and posted to the school district web site.

The parent/legal guardian must sign the transfer application. Students 18 years of age or older may sign their own applications.

The Office of School Leadership, in consultation with the building principal, will review applications for transfers of nonresident students and accept or deny the application based on the criteria in Board Policy 3141 within 45 days of receipt.

### **Transfers must be re-applied for annually**

A parent/legal guardian of a student residing outside the school attendance area must apply for a transfer request on a yearly basis.

### **Limited Capacity**

If an application satisfies the above criteria, but available space in a building program, grade level or classroom is not sufficient to accept all applications, applications will be prioritized in the following order:

1. A student who is the child of a full-time certificated or classified employee, and is requesting enrollment in the employee's assigned school or a feeder pattern school.
2. A student who would be continuing enrollment at a site or in a program.
3. A student whose siblings are enrolled at the same site.
4. Following application of items (1) through (3), transfer requests will be prioritized based on the date the request form was stamped as received by the Office of School Leadership.

## **Athletic Eligibility**

The eligibility of students to participate in extracurricular activities shall be subject to the rules and regulations of the Washington Interscholastic Activities Association and the North Thurston Public Schools Athletic Code.

Implemented:                      January 31, 2017      North Thurston School District  
Board of Directors