



## OKANOGAN SCHOOL DISTRICT #105

**Celebrating the Past, Embracing the Present, Shaping the Future**

### **Welcome Present and Future Okanogan Bulldogs**

If you wish to enroll in the Okanogan School District, please come to the Okanogan School District office (115 Rose St., Okanogan, WA 98840) and we will provide you with an enrollment packet. At that time, you will need to provide proof of residency in the accepted forms:

- Lease/Rental Agreement or Mortgage Statement
- Utility Bill
- Property Tax Receipt

Once proof of residency has been established, you will be directed to the prospective building to complete the enrollment process. Any out of district student transfer requests will follow the process below:

### **Out of District Student Transfer Request Process**

Consistent with Chapter 28A.225 RCW, any student who resides outside the district may apply to attend a school in the district or file the parental declaration of the intent to provide home-based instruction and enroll for ancillary services, if any. All applications for nonresident attendance or home-based instruction will be considered on an equal basis.

Requests for inter-district transfers must be coordinated with both the resident district and the non-resident school district. This form must be completed by the parent or guardian and submitted to the Superintendent of the resident district for consideration. THEN, if approved, the form shall be forwarded to the non-resident district. **These agreements are ONLY IN EFFECT FOR ONE SCHOOL YEAR.**

The Okanogan School District will accept out of district transfer request forms from June 1<sup>st</sup> to August 25<sup>th</sup> each year. Submitted forms will be considered on a first come, first serve basis. All student transfer requests will be handled through the Okanogan School District office (115 Rose St.). Additional district policy information regarding nonresident/district student transfer requests can be found here:

<https://www.oksd.wednet.edu/site/handlers/filedownload.ashx?moduleinstanceid=323&dataid=3353&FileName=3141%20Nonresident%20Students.pdf>

### **In order to be consider for an out of district student transfer request you will need to complete the following:**

1. Submit a Student Transfer Request Form to the resident district within the acceptance window.

(The resident district will fax your form to our office, return times may vary as determination of approval or denial is based off many factors.)

2. Wait for approval from the nonresident district.

3. Upon approval, you will enroll your child into the Okanogan School District. Furthermore, **it will be understood that approval may be revoked at any time if my son/daughter does not comply with school rules, does not receive passing grades in all subjects, has 10 or more absences per year or if the student population residing within the district boundaries fills a class or program during the school year. Additionally, student transportation to and from school is the responsibility of the parent(s) making the request.**

4. In the event that either the application for admission to the non-resident district or the request for release from your resident district is denied, you may request an appeal by requesting a hearing through the Office of Administrative Hearings (OAH). Appeals are heard on OSPI's behalf by an administrative law judge with the Office of Administrative Hearings (OAH). OSPI staff does not grant or deny nonresident student transfers.

If you have further questions or concerns, please reach out to Brandy Williams at the district office 509-422-3629.

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Klancy Allen  
Business Manager

Brandy Williams  
Secretary to the Superintendent

**Steve Quick, Superintendent**  
P.O Box 592

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[www.oksd.wednet.edu](http://www.oksd.wednet.edu)

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