

Non-Resident Application Form

Highline Public Schools
Student Placement Office
15675 Ambaum Blvd SW
Burien, WA 98166



Non-Resident Application Form

Application for School Year: 2024-25

Applications will be accepted July 8 through August 2, 2024 for the 2024-25 school year.

Directions: Please answer each question completely. Responses to all questions are required. Depending on the reason for your request your application may require additional documentation. **The submission deadline for all materials is August 2, 2024.**

Student's First & Last Name:	
Student's Date of Birth:	Grade for 2024-25 school year:
Parent/Guardian Name:	
Student's Address:	
Resident School District: District where the student/family resides.	
Telephone Number: <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Other	
Email: The primary form of communication will be email. Please make sure your email address is legible.	
Requested School:	Last School of Attendance:

Additional Questions:

- I would like my student to attend Highline Public Schools (HPS) for the following reason(s):
 - The student has moved outside of HPS boundaries and is currently enrolled in HPS. This application is to request continued enrollment in the same school through the remainder of the school year.
 - The requested placement is more accessible to the parent/guardian's place of work or childcare.
List name, address, telephone number, and schedule/hours of employer or childcare provider:

 - There is a severe hardship.*You must provide additional documentation to:
student.placement@highlineschools.org
 - There is a sibling currently enrolled in HPS and the student would like to attend the same school during the same academic year. **Sibling's First & Last Name:** _____
 - The parent/guardian is a HPS district employee. **District Employee ID:** _____
- Is the student currently enrolled in Special Education Services with an Individualized Education Plan (IEP)?
 Yes No *If yes, you must provide the IEP documentation to: student.placement@highlineschools.org
- Does the student have a current 504 accommodation plan? Yes No
- Is the student currently enrolled in a gifted program/highly capable program? Yes No
- Does the student have a record of conviction of crimes, violent or disruptive behavior, or gang membership? Yes No
*If yes, provide more information explaining circumstances and submitted documentation.

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6. Has the student been expelled or suspended for more than 10 consecutive days? Yes No If yes, provide more information explaining circumstances and submitted documentation. _____
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I understand and agree that...

- I have reviewed Highline Public Schools Non-Resident Application and Eligibility Information
- I have submitted all materials as outlined in the Highline Public Schools Non-Resident Application Parent/Guardian Checklist
- The documentation I have submitted with my application will be reviewed as a part of the non-resident application process
- Failure to submit all required documentation including special education records and or 504 plan documentation at the time of my application may result in the denial or revocation of my non-resident application and/or enrollment status
- I am responsible for completing an application eligibility process for enrollment each school year to maintain continued enrollment with HPS as a non-resident student
- I am responsible for transportation if my application is approved
- My application may be denied if:
 - Instructional capacity does not exist or is not projected to exist in any particular grade, school or program
 - Acceptance of the student would result in the district experiencing significant financial hardship
 - The student's discipline records indicate there is a history of violent or disruptive behavior, gang, membership, or whether the student has been expelled or suspended from public school for more than ten consecutive days
 - If the application has requested attendance to a school closed to non-resident enrollment
 - The application is incomplete and does not include all required documentation

My signature verifies that I have read all of the conditions above and that the information provided on this form is true and correct to the best of my knowledge. I further agree that any placements are conditional and this application may be revoked at any time if this application is found to be inaccurate.

Parent/Guardian Signature: _____ **Date:** _____

For office use only:

1. Was the Choice Transfer Request and required documentation submitted by the deadline? Yes No
2. Does the requested school, grade, and or program have instructional and projected capacity? Yes No
3. Did the application include discipline records that align with district admissions criteria? Yes No
4. Did the application require additional review by another department? Yes No
5. If yes, what department: _____ Date of review: _____
 Approved Denied