

**Tumwater School District  
Board Policy**

**SCHOOL ATTENDANCE AREA (INTRA-DISTRICT)  
TRANSFERS**

Students in the district are required to attend the school designated for the geographic attendance area in which they reside.

A parent or guardian may request that his or her child be allowed to attend another school in the district. Requests must be submitted, in writing, to the District. Secondary students who request attendance area transfers are subject to the Washington Interscholastic Activities Association's eligibility rules.

Transfers may be granted if:

- A. A financial, educational, safety, or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. Attendance at another school in the district is more accessible to the parent's place of work or to the location of child care; or
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family which would be alleviated as a result of the transfer. Special hardship or detrimental conditions may include a student who moves to a new attendance area in the district during the school year.

**Standards for accepting or denying an application:**

The district will accept or deny an application for intra-district transfer based upon the following standards:

1. Whether space is available in the building, grade level, program, or classes at the building in which the student desires to be enrolled.
2. Whether appropriate educational programs or services are available to improve the student's condition at the requested school.
3. Whether the student's transfer is likely to disrupt the educational process or create a risk to the health or safety of other students or staff at the school to which transfer is requested.
4. Whether the student has a history of school attendance issues/concerns that would adversely affect his/her ability to benefit from the transfer.

Transfers must be granted if the student is a child of a full-time certificated or classified school employee and is requesting to enroll at the school where the employee is assigned or a school in that feeder pattern, unless:

- A. The student has a history of convictions, violent or disruptive behavior, or gang membership;
- B. The student has been expelled or suspended from school for more than ten consecutive days; or
- C. Enrollment of a transfer student would displace a student who is a resident of the attendance area (the resident student must be permitted to remain enrolled until he or she completes his or her schooling).

The district shall provide to applicants written notification of the approval or denial of the application in a timely manner. The Superintendent will develop a procedure for revocation of a transfer, as well as an appeal procedure for transfer requests that are denied or revoked.

If the transfer request is granted, the parent must provide transportation.

Current information about the district's attendance area transfer option will be available on the district website. The Superintendent of Public Instruction's annual information booklet on enrollment options will be available for public inspection on the website of the Office of Superintendent of Public Instruction and will be available at the District Office.

#### Legal References

RCW 28A.225.225	Applications from nonresident students or students receiving home-based instruction to attend district school — School employees' children — Acceptance and rejection standards — Notification
RCW 28A.225.270	Intradistrict enrollment options policies
RCW 28A.225.290	Enrollment options information booklet
RCW 28A.225.300	Enrollment options information to parents

**ADOPTED: June 30, 1983**

**REVISED: January 28, 2016 February 13, 2020**