

# Northshore School District

## ADMINISTRATIVE PROCEDURE

**No. 3131 P**

**Page 1 of 3**

### **STUDENTS**

#### **Attendance Area Transfers**

The district shall annually determine, as soon as practical, which schools shall be open for resident student applications for the following school year. This information will be noted on the district website and available in the Student Services office.

#### **Resident Students**

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides; however, a parent or guardian may request that his or her child be allowed to attend another school in the district through the waiver application process.

#### **Application Process**

Waiver application requests must be submitted to the Office of Student Services. Any special education needs must be noted so that Northshore's Special Education Directors can assess program availability and space. Waiver application requests will consider the following:

- Space is available in the school, grade level, program and/or classes at the building in which the student desires to be enrolled;
- The student has ever been suspended or expelled from school;
- The student resides at an address other than the one listed on the waiver application.

The Director of Student Services, in conjunction with the building principal, will accept or deny the application based on criteria outlined in Policy No. 3131.

Acceptance notification shall specify the parents' responsibility for providing punctual transportation consistent with the school's daily schedule. Waivered students may apply for a transportation waiver request through the transportation department at [www.nsd.org/nsdtransportation](http://www.nsd.org/nsdtransportation). Transportation waiver request applications are processed the beginning of November for that school year. Waivers will be allowed for transportation through the district if space allows and from an existing stop after the November assessment.

## **REAPPLICATION PROCESS**

### **Open Schools**

- Grades K – 11 approved waivers will remain in effect until the next level of schooling (e.g., elementary, middle school, high school);

**Closed Schools, Closed Choice Programs (EAP, PACE, Dual Language, AAP) and/or Closed Assigned Programs (Special Education)** will not be eligible for waivers.

**Siblings of students at Open and Closed Schools** will be considered, provided there is space available.

### **When to Apply:**

Application dates will be available once enrollment projections are completed. These dates can be found on our web page, through the Student Services Department or any school.

- Applications will be considered on a space available basis;

## **APPROVAL**

The parent/guardian will receive notification from the school when the waiver is approved. By signing the waiver application form, the parent/guardian is agreeing to the following:

- Responsibility for providing punctual transportation to and from school;
- Compliance with all district and school policies relating to attendance/academics/behavior;
- Expectation that student will be at school only during normal school hours unless participating in a scheduled activity;
- Campus-parking pass is not guaranteed (high school only); and
- One-year commitment to attend the approved school.

## **DENIAL**

The school will send the parent/guardian a denial notification when the waiver application is denied. Reasons for denial include but are not limited to the following:

- Whether space is available in the grade level or classes at the building in which the student desires to be enrolled;
- Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting the transfer;
- Whether the student's transfer is likely to create a risk to the health or safety of other students or staff at the new building; and/or

- Whether the student's disciplinary records indicate a history of violent or disruptive behavior or if the student has been expelled or suspended from a public school for more than ten consecutive days;
- Whether the student's enrollment would create or contribute to an inequitable distribution of students within the school; and/or
- Whether acceptance would result in the district experiencing a financial hardship.

The school shall provide to all applicants written notification of the approval or denial of the application of receipt of the application. If the application is denied, the notification shall include the reason or reasons for denial and the right to request an informal conference with the Director of Student Services to reconsider the denial.

### **WITHDRAWAL OF WAIVER APPLICATION**

Under exceptional circumstances, a parent/guardian may request to withdraw a pending or approved waiver application. In such cases, the parent/guardian shall contact the Student Services office at 425.408.7725. In most cases, it is important to move a student before the start of a school year or at the end of a semester of a school year. There is no guarantee that the student will receive equivalent program(s)/class(es) if the family requests that the waiver be withdrawn and return to the resident area school or seek a waiver at another Northshore school.

### **REVOKE WAIVER**

The Director of Student Services may revoke a waiver as a result of persistent problems with attendance, academics, or behavior. The principal may initiate the review process with the Student Services office. The Director of Student Services will respond in writing stating the reason(s) for the revocation and the withdrawal date from the school. The parent/guardian may request a review of this action through the Director of Student Services within ten (10) school days of receiving the letter.

Failure to disclose the following information will result in a denial of the waiver, revocation of current school assignment, and/or forfeiture of any future transfer requests:

- The student has ever been suspended or expelled from school;
- The student resides at an address other than the one listed on the waiver application.

### **WAIVER APPROVAL AND SPECIALIZED PROGRAMS**

An approved waiver entitles the student to attend the requested school but does not guarantee entrance into a specialized program (e.g. EAP, PACE, Dual Language, AAP). The appropriate staff member will make decisions regarding program placement.

Issued: 2/28/95

Revised: 4/25/12; 10/19/12; 02/04/15; 09/14/15, 01/26/16; 02/22/16; 06/05/17;12/13/18; 03/12/24