

# Northshore School District

## ADMINISTRATIVE PROCEDURE

No. 3141 P

Page 1 of 3

### **STUDENTS**

#### **Non-Resident Students**

The district shall annually determine, as soon as practical, which schools shall be open for non-resident student applications for the following school year. This information will be noted on the district website and available in the Student Services office. Closed schools and/or closed programs will not be eligible for waivers.

Students residing outside Northshore School District must apply annually for nonresident attendance as follows:

#### **Application Process**

A signed release from the student's resident district must be obtained and submitted to the Office of Student Services for processing. Waiver application requests will consider the following:

- The student has ever been suspended or expelled from school;
- The student complies with all district and school policies relating to attendance, academics, and behavior;
- The student resides at an address other than the one listed on the waiver application
- Whether the student is the child of a district employee subject to RCW 28A225.225
- Space is available in the school, grade level, program and/or classes at the building in which the student desires to be enrolled

The Director of Student Services, in conjunction with the building principal, will accept or deny the application based on criteria outlined in Policy No. 3141.

Acceptance notification shall specify the parents' responsibility for providing transportation consistent with the school's daily schedule. Non-resident students may apply for a transportation waiver request through the transportation department at [www.nsd.org/nsdtransportation](http://www.nsd.org/nsdtransportation). Transportation waiver requests are processed after the start of the school year. Waivers will be allowed for transportation through the district if space allows and students are picked up/dropped off at an existing stop after the assessment. Until the assessment, parents are responsible for the student's transportation.

Non-resident students and students who are going to daycare on a bus other than their own may also apply for a transportation waiver request that will also be assessed after the start of the school year. Until the assessment, parents or the daycare providers are responsible for the student's transportation.

#### **Reapplication Process**

Reapplication must occur annually.

### **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.

### **Authorization for Release Form**

A student living outside the geographic boundaries of the Northshore School District must obtain a signed release from the resident school district. The resident district must authorize the release of the student before Northshore School District will process the waiver application. The authorization for release form (Choice Transfer) must be submitted to your resident district any time after the application dates noted above. The resident district will submit it to Northshore School District through OSPI's Choice Transfer System.

**Note:** The Choice Transfer (out-of-district) waiver must be renewed annually.

### **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 school, grade level, program and/or classes at the building in which the student desires to be enrolled;
- Whether the student's enrollment would create or contribute to an inequitable distribution of students within the district;
- Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence;
- Whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff;
- Whether acceptance would result in the district experiencing a financial hardship;
- Whether the student has been expelled or suspended from a public school for more than ten consecutive days;
- Whether the student has maintained a satisfactory attendance record;
- Whether the applicant has relied upon erroneous information provided by the district regarding whether the student resides in the district;

The district shall provide to all applicants written notification of the approval or denial of the application within forty-five (45) calendar days of receipt. If the application is rejected, the notification shall include the reason or reasons for denial, the right to request an informal conference with the Director of Student Services to reconsider the denial, and the right to appeal to the Superintendent of Public Instruction under RCW 28A.225.225(4).

### **Withdrawal of Waiver**

Under exceptional circumstances, a parent/guardian may request to withdraw a pending waiver 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 seeks 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, AAP, Dual Language). The appropriate staff member will make decisions regarding program placement.

### **Sports Eligibility**

First time non-resident waiver students are ineligible to play varsity sports for one year at the high school level. Such students are eligible to play junior varsity the first year, but must establish residency at the school for one calendar year before being eligible for varsity sports.

Issued: 2/28/95

Revised: 4/25/12; 10/19/12; 03/13/15; 01/25/16; 06/24/16, 10/23/17, 12/13/18, 03/12/24