

IN-DISTRICT TRANSFERS (OPEN ENROLLMENT)

Application for in-district transfer for the following school year will be submitted by parents to the building principal in the school they wish to enroll their student annually by March 31 of the current school year. All in-district transfer applications will be reviewed and approved or denied by the building principal and the the district. Students must register at their resident school prior to applying for in-district transfer.

All applications for in-district transfer whether for the current school year or the following school year will be approved or denied based on the following guidelines:

1. The principal of the currently assigned school will consult with the principal of the school to which the student desires to transfer.
2. The requested school must have adequate classroom and/or program space to meet the needs of the student requesting the transfer.
3. Requests will be considered on a first come, first served basis.
4. Attendance and behavior are important factors in being a successful student. The requesting student's attendance and discipline history at their current school will be a determining factor for granting the request.
5. Proof of residency and/or daycare may be requested.
6. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting the transfer.
7. 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.
8. The request is not solely to support the athletic or activity interests of the student.

In-district transfer applications must be granted if the student is a child of an employee at the school unless (RCW 28A.225.225):

- The student has a history of convictions, violent or disruptive behavior, or gang membership;
- The student has been expelled or suspended from school for more than ten consecutive days; or
- Enrollment of a non-resident child would displace a child who is a resident of the district. Resident children must be permitted to remain enrolled until they complete their schooling.

If in-district transfer is granted based on the above criteria, the transferring student must adhere to the following:

1. The in-district transfer will remain in effect for one (1) school year, and must be applied for on an annual basis.
 - a. The student's in-district transfer status is entered into Skyward by the receiving school.
 - b. If a student decides to return to their service area school, the student must notify the service area school that they are relinquishing their transfer.
 - c. Students returning to their service area school either by choice or due to the rescinding of their in-district transfer, do not need to complete an in-district transfer application. They just register at their service area school.

2. The transferring student must comply with all rules and regulations regarding student conduct and attendance of the receiving school. Failure to do so would result in the privilege to attend the open enrolled school being rescinded, and the student would return to their service area school.
3. Transportation will be the responsibility of the parents. Regular school bus transportation may be used, but there will be no special stops or routes for the transferring student.

Revised: June 2, 2015; April 28, 2017; March 8, 2019; February 12, 2025