

PROCEDURE - EDUCATIONAL OPPORTUNITIES FOR STUDENTS WITH A PARENT IN THE MILITARY

2100P

I. Definitions

- A. "Active duty" means full-time duty status in the active uniformed service of the United States, including member of the national guard and reserve on active-duty orders.
- B. "Children of military families" means school-aged children, enrolled through twelfth grade, in the household of an active-duty member.
- C. "Transition" means the formal and physical process of transferring from school to school or the period in which a student moves from one school in then sending district to another school in the receiving district.
- D. "Uniformed services" means the army, navy, air force, marine corps, and coast guard, as well as the commissioned corps of the national oceanic and atmospheric administration and public health services.
- E. "Veteran" means a person who served in the uniformed services and who discharged or released under conditions other than dishonorable.

II. Applicability

This procedure applies to children of the following: activity duty members of the uniformed services (including members of the national guard and reserve on active duty order), members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement, and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

III. Residency

Residency Requirements

A child of a military family complies with residency requirements for enrollment in the district if, as a result of a parent's active-duty status, call to active duty, or notification of an impending call or order to active duty, the child relocates to Washington and the child's military parent is:

- A. transferred to, or has received official notice of a pending transfer to, a military installation located within the state of Washington;
- B. transferred to, or has received official notice of a pending transfer to, a military installation located in a state bordering Washington; or
- C. relocating due to a military exigency, for example overseas deployment, sea duty, or other mobilization.

Military Orders

A parent of the child must provide the district with a copy of official military order or other documentation issued by the appropriate military authority confirming the directed move.

Proof of Residency

A parent of the child must provide the district proof of the child's residence in the district within 90 calendar days of enrollment. The parent may use the address of any of the following as proof of residence in the district:

- A. A temporary lodging within the district where the military family is expecting to obtain permanent housing
- B. A purchased or leased residence, or a signed purchase and sale agreement or lease agreement for a residence
- C. Any federal government housing or off-base military housing, including off-base military housing that may be provided through a public-private venture

IV. Enrollment

Conditional Acceptance

The district will accept, on a conditional basis, an application for enrollment and course registration, including enrollment in a specific school or program within the district, from a child of a military family who meets the residency requirements described above before the child arrives in Washington or a bordering state. The district will accept applications submitted by any reasonable means, including electronic transmission or mail. The district will provide military families with the maximum flexibility practicable in the method of application submission, consistent with verification, privacy, and administrative requirements.

Finalizing Enrollment

Upon verification of that the requirements regarding military orders and proof of residency described above have been satisfied, the district will finalize the enrollment of the child of a military family.

Education Records

For every child of a military family in transition, the custodian of records in the sending school will provide on request unofficial or "hand-carried" education records to the parents so the student may transfer to another school. Sending schools may charge parents for the reasonable cost of reproduction of these records. The receiving school will, upon receipt of the hand-carried records, enroll and appropriately place the student based on this information, pending validation by official records.

Simultaneously with enrollment and conditional placement of the student, the receiving school will request from the sending school the student's official education records. Upon receipt of this request, the sending school will provide these official records to the receiving school within ten business days, excluding school breaks (spring, summer and holidays).

Immunizations

The parent or guardian of a child of a military family in transition must obtain and provide documentation on a health department approved Certificate of Immunization Status (CIS) form

regarding all immunizations required by the Washington State Department of Health on or before the child's first day of school.

A child of a military family must obtain all immunizations required by the state of Washington within 30 calendar days from the date of enrollment. For vaccines administered in a series, the first of the series must be obtained within the first 30 calendar days from enrollment.

Parent Participation and Consent

A custody order, special power of attorney or other applicable document relative to the guardianship of a child of a parent in the military and executed under the applicable law of each member state will be sufficient for the purposes of enrollment and other actions requiring parental participation and consent.

V. Placement

Grade Level

Children of military families will be allowed to continue their enrollment at the grade level in the receiving school commensurate with their grade level from the sending school, regardless of age. A child who has satisfactorily completed the prerequisite grade level in the sending school will be eligible for enrollment in the next highest grade level in the receiving school, regardless of age. A child transferring after the start of the school year in the receiving school will enter the school on their validated level from the sending school.

Course Placement

When a child of military family transfers before or during the school year, the receiving school will initially honor placement of the child in educational courses based on their enrollment in the sending school and educational assessments conducted at the sending school if the courses are offered and if space is available, as determined by the district.

Course placement includes but is not limited to honors, international baccalaureate, advanced placement, vocational, technical, and career pathway courses. Continuing the child's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This doesn't prevent the district from performing subsequent evaluation to ensure appropriate placement and continued enrollment of child in the courses.

Educational Program Placement

The district will honor placement of a child of military family in educational programs based on current educational assessments conducted at the sending school or participation and placement in like programs in the sending school if space is available, as determined by the district. Such programs include, but are not limited to, gifted and talented programs and English as a second language. This does not preclude the district from performing subsequent evaluations to ensure appropriate placement.

Special Education Services

If a child of a military family had an individualized education program (IEP) or Section 504 plan in effect in another state, the district will do the following:

- A. The district will take the necessary steps to accept the transfer to the child's educational records, including any prior evaluations.
- B. Upon enrollment, the district will provide the child with appropriate services and accommodations without unreasonable delay, including services comparable to those described in the child's previously developed IEP or Section 504 plan.
- C. If the district determines that an evaluation is necessary, it will take reasonable steps to conduct the evaluation as expeditiously as practicable, consistent with applicable federal and state law.

Extracurricular Activities

In consultation with the Washington Interscholastic Activities Association, the district will facilitate the opportunity for children of military families in transition to be included in extracurricular activities, regardless of application deadlines, to the extent the child is qualified and space is available, as determined by the district. Application deadlines include tryouts, summer conditioning, and other coach or district prerequisites.

Non-custodial Parents

A child of a military family in transition who is placed in the care of a non-custodial parent or other person standing in *loco parentis* living in a jurisdiction other than that of the custodial parent may continue to attend the school in which they were enrolled while residing with the *custodial* parent. The district may not charge tuition to a child of a military family to attend, but may charge tuition for optional programs for which tuition is normally required. Transportation to and from the school is the responsibility of the non-custodial parent, unless otherwise required by law.

VI. Absence Related to Deployment Activities

A child of a military family whose parent or legal guardian is a full-time, active member of the uniformed services and has been called to duty for, is on leave from or immediately returned from deployment to a combat zone or combat support posting shall be granted excused absences at the discretion of the superintendent to visit with their parent or legal guardian relative to such leave or deployment.

VII. Graduation

Waiver

The district will waive specific course requirements for graduation if similar course work has been satisfactorily completed in the sending school. If not waived, the district will provide reasonable justification for the denial and provide alternative means of satisfying the requirement so that graduation may occur on time. Receiving schools may also waive additional requirements (volunteer work, graduation project) in order to facilitate on-time graduation.

Transfer During Senior Year

If a child of a military family transfers during their senior year and cannot graduate on time from the district after all options have been considered, the receiving school will coordinate with the sending school to ensure that the student receives a diploma from the sending school if the student meets all the sending school's requirements. If the sending school is not a member of the Compact, the district will use best efforts to facilitate the student's on-time graduation.

VII. Assistance for Families

Families needing assistance concerning rights under the Compact should contact:

District Contact:

[Insert your district contact information here]

State Contact:

Dixie Grunenfelder, Program Supervisor

Office of Superintendent of Public Instruction

360.725.6045, Dixie.grunenfelder@k12.wa.us

Military Contacts:

Norma Melo, M.A.Ed.

Director of Youth Education Support Services

Child Youth and School Services

Joint Base Lewis McChord

253.967.7195, norma.melo@us.army.mil

Jason Gooding, M.A.Ed.

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Naval Station Everett

425.304.3688, Jason.gooding@navy.mil

Adopted: September 28, 2026

North Thurston Public Schools