

## **District Attendance Area Transfers**

### **A. Residency Requirements**

Students shall attend the school designated for their respective residential area.

#### **1. Residence Definition**

A student's residence shall be defined as stated in WAC 392-137-115, as it now appears or is hereafter amended.

#### **2. Acceptable Documentation for Proof of Residence**

The district requires that students or their parent or guardian provide proof of residence. Proof of residence may be verified using any of the following current documents:

- a. Water/Utility bill
- b. Electricity bill
- c. Rent payment receipt, which shows the address for the rented or leased residence
- d. Rental or lease agreement
- e. Declaration signed under the penalty of perjury stating the residence location
- f. Washington State Driver's license
- g. Washington State issued ID
- h. Real estate purchase and sale agreement where the closing date is within 45 days of submission of the agreement to the District
- i. Rental or lease agreement specifying a future date of occupancy within 45 days of submission of the agreement to the District

#### **3. Change of Residence During School Year**

A parent or guardian must notify the District, in writing or verbally, within ten (10) school business days whenever the student has a change of residential address.

##### **a. Remaining a Resident of the District**

A student who moves out of the resident school's boundary area but remains a resident of the District may continue to be enrolled at such school for the remainder of the current school year provided they submit an In-District Transfer Request Form. The building principal may require the

parent or guardian to complete an In-District Transfer Request Form at any time and undergo the formal approval process for the current school year if:

- i. The student fails to maintain a 90% attendance rate; or
- ii. The student's records indicate a history of violent or disruptive behavior, gang affiliation, and/or the student has been convicted of a crime(s); or
- iii. The student has been expelled or suspended from school during the last calendar year.

**b. Becoming a Resident of Another District**

A student who moves out of the District must comply with Policy 3141 for Choice Transfer Applications for Non-Resident Students. However, a senior may elect to finish the school year without transferring to their resident district, but must declare his or her preference prior to the beginning of the last semester and complete the choice transfer application process in Policy 3141.

**4. Students Residing with a Person Other Than a Parent or Guardian**

Students living with someone other than their parent or guardian, are required to provide a "Verification and Hold Harmless Agreement" (HHA). The "Verification and Hold Harmless Agreement Form" may be obtained from the school attendance office. A parent or guardian must sign the form before a NOTARY and then return the form to the school attendance office. Additional verification may be required from the person with whom the student resides, e.g., letter describing the living arrangements.

**5. Falsification of Address**

Falsification of an address, residence, or conditions of living arrangements to obtain a school assignment may be cause for the withdrawal of the student at the end of the grading period. Written notice of intent to withdraw the student will be forwarded to the parent or guardian. Such a falsification will also cause forfeiture of any future in-district transfer rights through the highest grade level of that school.

**B. In-District Transfer Request**

Any parent or guardian who wishes for their student to attend a school other than the school designated for the student's respective residential area may request an in-district transfer. A parent or guardian must complete an In-District Transfer Request Form for each student that is requesting to attend a school other than their resident school. An in-district transfer request is limited to one (1) student for each school year unless otherwise allowed by this Procedure. The Form may only list one requested school. Forms that list more than one requested school will be denied as incomplete. In-District Transfer Request Forms must be signed by the parent or guardian of the student.

Students participating in home-based instruction who wish to be part-time students in a school other

than their resident school must submit an In-District Transfer Request Form.

In-District Transfer Request Forms are available at each school site as well as at the Wenatchee School District Office. Completed forms need to be submitted to the Wenatchee School District Office.

If a student moves to a new residence at any time after the In-District Transfer Request Form is submitted, an amended In-District Transfer Request Form must be completed with the address of the new residence. Submitting the amended In-District Transfer Request Form will not restart the date of the application for purposes of priority within any waitlist or consideration for approval.

### **C. Open Enrollment Period**

#### **1. Current School Year**

In-District Transfer Request Forms for the current school year will be accepted during the open enrollment period of the first day of school through January 31<sup>st</sup>. In-District Transfer Request Forms for the current school year will not be accepted after January 31<sup>st</sup> unless the student's residential address has changed within the thirty (30) calendar days prior to the submission of the In-District Transfer Request Form.

#### **2. Next School Year**

In-District Transfer Request Forms for the following school year will be accepted during the open enrollment period of February 1<sup>st</sup> through March 31<sup>st</sup>.

In-District Transfer Request Forms received after the open enrollment window shall be placed on a waiting list; provided that the request has not been approved or denied.

### **D. Approval or Denial**

#### **1. Criteria**

In-district transfer requests will be approved, denied or placed on a waitlist based upon the criteria established in Policy 3131. In addition to the criteria listed in Policy 3131, an in-district transfer request may be approved if 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 in-district transfer. For purposes of this provision, daycare is not considered a hardship and "immediate family" means the student's parent, stepparent, grandparent, sibling, stepsibling, child, legal guardian, or registered domestic partner of a parent.

In addition to the reasons for denial listed in Policy 3131, any In-District Transfer Request Form that is missing information, lists more than one requested school, or contains false information may be deemed incomplete and denied.

#### **2. Current School Year**

For In-District Transfer Request Forms received for the current school year, the parent or guardian will be notified in writing of approval, denial or waitlist status no later than twenty (20) school business days after the Form was received by the District.

**3. Student's Entering into 1<sup>st</sup> Grade through 8<sup>th</sup> Grade**

For In-District Transfer Request Forms received during the open enrollment period for students entering grades 1<sup>st</sup> through 8<sup>th</sup> the following school year, the parent or guardian will be notified in writing of approval, denial or waitlist status no later than May 15<sup>th</sup>. If denied, the notice shall state the basis for the denial.

**4. Student's Entering into Kindergarten**

For In-District Transfer Request Forms received during the open enrollment period for students entering kindergarten the following school year, the parent or guardian will be notified in writing of approval, denial or waitlist status no later than the Friday prior to the start of the school year. If denied, the notice shall state the basis for the denial.

**5. In-District Transfer Request Forms Received After Open Enrollment Period**

For In-District Transfer Request Forms received after the open enrollment period for the following school year, the parent or guardian will be notified in writing of approval, denial or waitlist status no later than ten (10) business days after the start of the school year. If denied, the notice shall state the basis for the denial.

**6. Presumed Denial**

If a parent or guardian has not received notification by the dates outlined above, the In-District Transfer Request Form is deemed to have been denied.

**7. Service of Notice**

Any notice of approval, denial or waitlist status may be personally served or mailed by regular mail. If the notice is mailed, it shall be deemed received by the parent or guardian three (3) school business days after mailing.

**E. Waitlist Status**

In-District Transfer Request Forms not approved based solely upon no space availability in the grade level, program or class at the site in which the student desired to be enrolled will be placed on a waiting list in the order the In-District Transfer Request Form was received by the District. If more than one In-District Transfer Request Form is received on any given day, the requests shall be placed on the waiting list in alphabetical order for that day.

The District will use its best efforts to review space availability in grade levels, programs or classes on a monthly basis. As space becomes available, the District will review the applicants on the waitlist to determine if approval is warranted. The District will notify waitlist applicants in writing if their In-District Transfer Request Form has been approved. Notice shall be served as outlined in Section D(7) of this Procedure.

Students on the waitlist must enroll or continue enrollment at their residential school until notification of an approval.

#### **F. Homeless Students**

For homeless students, the District shall comply with Policy No. 3115. Homeless students shall have the same availability for in-district transfer requests afforded to students with a residential address.

#### **G. Placement of Student**

The decision of where to place a student seeking to enroll at a transfer school rests with the school's principal; provided that Special Education and English Language Learners (ELL) and State Transitional Bilingual Program Students will be assigned to schools according to the placement procedures of special education and the migrant/bilingual programs.

#### **H. Duration of Approval**

A parent or guardian that has received prior approval of an In-District Transfer Request Form is not required to submit an In-District Transfer Request Form for each new school year for the transfer school. The in-district transfer shall be effective for whatever length of time as is desired at the approved transfer school, unless otherwise revoked or denied, or the student moves outside of the District.

In-district transfers of elementary school students shall not carry over into middle school. A parent or guardian must submit a new In-District Transfer Request Form for any student entering middle school.

#### **I. Withdraw of In-District Transfer Request**

The parent or legal guardian may withdraw the In-District Transfer Request within five (5) school business days following receipt of the notice of approval by presenting a written and signed notice of withdrawal to the Superintendent or designee at the District's Central Business Office. Unless such a notice of withdrawal is received within the five-day period, the approval will be deemed valid and will become effective.

## **J. Revocation of Approval**

Once an in-district transfer request has been approved, the student may be enrolled in the requested school. Principals will regularly review the progress of choice students. Students who are struggling with attendance/tardiness and/or academics will have parent communication and may be placed on probation. Principals will notify students and their guardians of the reasons for the probation, the necessary improvements that need to be made, and any additional support available to the students. Choice enrollment may be revoked at the end of any grading period if:

1. The student fails to maintain a 90% attendance and/or tardiness rate; or
2. The student is failing one or more classes, or failing to make adequate academic progress in one or more subjects; or
3. There is overcrowding at the grade level in which the student is enrolled.

Approval may be revoked at any time if:

1. The student's continued enrollment poses a risk to the health or safety of other students or staff, if the student has engaged in violent or disruptive behavior, if the student is suspended or expelled from the school or District, or if the student has been convicted of a crime(s).

If approval has been revoked, the student shall enroll at his or her resident school. Any corrective action and/or discipline imposed by the transfer school shall continue at the resident school until such corrective action and/or discipline is completed.

Any notice of revocation shall be done in writing to the parent or guardian and shall state the basis for the revocation. The notice of revocation may be personally served or mailed by regular mail. If the notice of revocation is mailed, it shall be deemed received by the parent or guardian three (3) school business days after mailing.

## **K. Appeal of Denial or Revocation**

If an in-district transfer request has been denied or revoked, the parent or guardian may request the Superintendent or designee for an appeal of the denial or revocation. The request for an appeal may be in writing or verbally and must be received at the District's Central Business Office within five (5) school business days from the day on which the notice of denial or revocation was received by the parent or guardian. If a request for an appeal is not timely made, the right to an appeal is waived.

For the appeal, the Superintendent or designee will review the In-District Transfer Request Form, any documents of the District, and any documents submitted by the parent or guardian. The Superintendent or designee will issue a written decision within ten (10) school business days after receiving the request for an appeal. The decision may be personally served or mailed by regular mail. If the decision is mailed, it shall be deemed received by the parent or guardian three (3) school business days after mailing. The decision of the Superintendent or designee is final and may not be appealed. During any appeal period, the student shall enroll at his or her resident school.

## **L. Shared Enrollment**

The Wenatchee School District provides an appropriate education program for its students that includes online options. The district encourages families seeking online options to take advantage of those provided within our programs.

A student who is enrolled in the district and who wants to enroll part-time (less than half-day or three periods or less) in a public online learning program in another school district, such as Washington Virtual Academy (WAVA), while continuing to attend part-time (three classes or more) within the district is referred to as a “shared enrollment” student. Shared enrollment requires an inter-district agreement.

1. Parents interested in pursuing shared enrollment options must complete an Interagency Agreement with their student’s resident district. Students must be enrolled at least half-time at the secondary level (three or more classes) at a Wenatchee School District school.
2. Interagency Agreements:

The district will only engage in interagency agreements with the following OSPI-accredited online programs: Washington Virtual Academy, Federal Way Internet Academy, and Columbia Virtual Academy. Other programs will be considered as they are developed and reviewed by the Superintendent or designee.

Wenatchee School District Interagency Agreements for shared enrollment will be designed using the following guidelines intended to avoid potential audit issues around claiming of Full Time Equivalency (FTE) for students.

- a. Total enrollment in grades K-12 for each student must not exceed 1.0 FTE
- b. The agreement must specify the amount of FTE each district or program is allowed to claim for the student
- c. WSD student FTE will be determined by the number of minutes in the student’s class schedule. When sharing enrollment combined with another district or program, the Wenatchee School District’s FTE will be claimed prior to any shared FTE
- d. The agreement will stipulate that the district claiming the most FTE will be responsible for administration of required state and federal assessments.
- e. Agreement must indicate the FTE for students enrolled in Skills Centers and/or Running Start.
- f. If the student qualifies for Special Education Services, agreement must stipulate who will be responsible for providing the services and if Non-Resident district provides the services the districts must agree on the reimbursement amount from resident district. The Non-Resident District is responsible for invoicing the resident district.
- g. If student qualifies for Bilingual Instruction Program, agreement must stipulate who will be responsible for providing the services and if Non-Resident district provides the services the districts must agree on the

reimbursement amount from resident district. The Non-Resident District is responsible for invoicing the resident district.

- h. If student qualifies for Exited TBIP, agreement must stipulate who will be responsible for providing the services and if Non-Resident district provides the services the districts must agree on the reimbursement amount from resident district. The Non-Resident District is responsible for invoicing the resident district.

The Wenatchee School District is under no legal obligation to engage in shared FTE with another district or online program.

**M. Students who seek full-time enrollment in an online learning program.**

A resident student who wants to be released to another school district to attend an online learning program as a full-time student must complete the forms for an inter-district release (*Form 3131 CT*), which may be obtained at the District's Central Business Office.

**N. Deadlines**

Any deadline date stated in this Procedure that falls on a weekend or holiday will move to the following school business day.

**In-District Transfer Request  
Timelines - Overview**

January 31 <sup>st</sup>	Last day for transfer requests for current school year
February 1 – March 31	Open enrollment window for transfer requests for next school year
April 1 <sup>st</sup> – Last day of summer break	New transfer request may be placed on waiting list
May 15 <sup>th</sup>	Students entering grades 1-8 placement status will have been received
The Friday prior to the start of school	Students entering kindergarten placement status will be received

Cross Reference: Board Policy 3141 – Nonresident Students  
Board Policy 3130 – District Attendance Areas  
Board Policy 3115 – Homeless Students: Enrollment Rights and Services  
Board Policy 3110 – Qualification of Attendance and Placement  
Board Policy 3241 – Classroom Management, Corrective Actions or Punishments



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