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## **CHOICE APPLICATION PROCESS (SSS-P002)**

WENATCHEE SCHOOL DISTRICT

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### **1.0 SCOPE:**

- 1.1 This is the process to request that a child attend a school that is not the one designated by the location of his or her home.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

### **2.0 RESPONSIBILITY:**

- 2.1.1 The parent or guardian is responsible for completing the Choice Application Form.
- 2.1.2 It is the responsibility of the Director of Student Services to approve choice applications after gathering information.

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Student Services

### **4.0 DEFINITIONS:**

- 4.1 Choice: The attendance of a student in a public school other than the public school in which the student's home is located.
- 4.2 Resident School District: The school of attendance based on the location of a student's home.

### **5.0 PROCEDURE:**

- 5.1 The student's parent or guardian completes the choice application and submits it to the receptionist at the district office.
- 5.2 The Director of Student Services reviews the application for criteria:
  - 5.2.1 Criteria for approval:
    - 5.2.1.1 Student enrollment will not overcrowd the classes.
    - 5.2.1.2 Student enrollment will not create a financial burden on the district.
- 5.3 Criteria that will result in not being approved:
  - 5.3.1 Student is on suspension or expulsion from another school in this state.
  - 5.3.2 Student was warned about attendance and/or academic success in previous year.
- 5.4 The parent or guardian picks up the application at District Office after review.
  - 5.4.1 If the application is approved, the parent or guardian takes the approved form to the school.
  - 5.4.2 If the application is not approved, an appeal conference may be scheduled with the Director of Student Services.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Choice Application Form

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### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Choice Application Form	District Office	7 years	Shredded	Fireproof vault

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
06-Jan-06	A	Original Release

**\* \* E n d o f p r o c e d u r e \* \***