

## STUDENTS

### Nonresident Students

Consistent with Chapter 28A.225 RCW, any student who resides outside of the Port Townsend School District may apply to attend a school in the District or file the parental declaration of the intent to provide home-based instruction and enroll for ancillary services, if any. Other than applications from children of full-time District employees, all applications for nonresident attendance or home-based instruction will be considered on an equal basis. Applications for transfer into the District will be considered in the order received by the office of the superintendent or designee according to the priorities provided in this policy.

Information on inter-district acceptance policies will be provided upon request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form. The District will not charge any transfer fees or tuition costs for enrolling eligible nonresident students.

The superintendent will develop an application form that the parent or guardian will complete to apply for the student's admission. The form will gather information including, but not limited to, the child's legal residence, the school district where the student is currently enrolled or receiving home-based instruction, the basis for requesting release from the resident district, the specific building desired, and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the district.

The District must use the Standard Choice Transfer System in the Education Data System (EDS) to process those requests for student transfer enrollment into online or alternative learning experience programs or schools.

A student who resides in a district that does not operate a secondary program will be permitted to enroll in secondary schools in this District in accordance with state law and regulation relating to the financial responsibility of the resident district.

### Standards for accepting or rejecting an application

The superintendent will accept or reject an application for nonresident admission based upon the following standards:

- A. Whether acceptance of a nonresident student would result in the District experiencing financial hardship ("financial hardship" does not include routine programmatic costs associated with serving additional disabled or non-disabled students);
- B. Whether the class, grade level, courses, school, and/or program where the student desires to be enrolled has the capacity for additional students;
- C. 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;
- D. Whether the student's disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or

more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes);

- E. Whether the student has been expelled or suspended from a public school for more than ten (10) consecutive days, in which case the student may apply for admission under the District's policy for readmission and reengagement of suspended or expelled students;
- F. Whether enrollment of a nonresident student would conflict with a District innovation academy cooperative under RCW 28A.340.080;
- G. Whether the student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations;
- H. Whether the student's attendance in the District is likely to create a risk to the health or safety of other students or staff;
- I. Whether there is a reasonable chance that the student's attendance or academic progress will be unsatisfactory, taking into account the records from the student's previous school; and
- J. Whether a student is ostensibly applying for entrance for the sole purpose of graduating. Such a student will be required to enter at the beginning of the semester prior to commencement.

Admission or Denial: Notice of decision and appeal of decision

The superintendent, in a timely manner, will provide all applicants with written notification of the approval or denial of a nonresident student's enrollment application. If the student is to be admitted, the superintendent or the superintendent's designee will notify the resident district and make necessary arrangements for the transfer of student records.

If the application is denied, the superintendent will notify the parent or guardian in writing within 45 days from the receipt of the parent's application. The notification will include the reason(s) for denial and inform the parent or guardian of their right to appeal the District's denial decision to the Superintendent of Public Instruction or their designee as detailed in RCW 28A.225.230.

The parent or guardian may appeal the denial to the District's superintendent or designee. Within five (5) business days of receipt of the parent's appeal submission, the superintendent or designee will provide the parent with a written notification of the final appeal decision to either grant or deny the student's admittance into the district.

Children of full-time employees

1. Pursuant to RCW 28A.225.225, a nonresident student who is the child of a full-time certificated or classified employee will be permitted to enroll:
  - a. At the school to which the employee is assigned;
  - b. At a school forming the District's kindergarten through twelfth grade continuum, which includes the school to which the employee is assigned; or

- c. At a school in the District that provides early intervention services pursuant to RCW 43.216.580 and/or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.
2. The District may reject the application of a student who is the child of a full-time certificated or classified employee if:
- a. Disciplinary records indicate that the student has a history of convictions, violent or disruptive behavior or gang memberships; or
  - b. The student has been expelled or suspended from a public school for more than ten (ten) consecutive days (however, the District's policies for allowing readmission of expelled or suspended students and the required reengagement procedures under this rule must apply uniformly to both resident and nonresident applicants seeking admission, pursuant to RCW 28A.225.225 (2) (b); or
  - c. Enrollment of the child of a full-time certificated or classified employee would displace a child who is a resident of the District, except that if a student of a full-time employee is admitted, he or she will be permitted to remain enrolled at that school, or in the District's kindergarten through twelfth grade continuum, until he or she has completed his or her schooling; or
  - d. The student has repeatedly failed to comply with requirements in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

These mandatory transfer provisions regarding the children of full-time employees do not apply to students who reside outside the State of Washington.

Length of acceptance and revocation of acceptance

All acceptances of nonresident students will state the length of the acceptance or the condition subsequent which would cause the acceptance to be terminated.

The acceptance of a student who is the child of a full-time employee will be for one school year. Should the employee cease employment during an academic term, the employee's child will be permitted to remain enrolled in the District until the end of that academic term. The acceptance of other nonresident students will be for the designated school year or a stated period of time of lesser duration. Acceptance of all nonresident students is subject to the conditions listed on the District's prescribed application form and must be renewed prior to the student's enrollment for any subsequent school year.

A nonresident student transfer may be revoked at any time during the school year if the student has one or more failing grades as of the conclusion of an academic term, has demonstrated a pattern of truancy/non-attendance, demonstrates violent or disruptive behavior, misrepresented information on his or her transfer application, or needs a different educational program, setting, or placement, and there is not room where the student would be placed.

Cross Reference:	Policy 3120 Policy 3155	Enrollment Homeless Students – Enrollment Rights and Services
Legal References:	RCW 28A.225.220  RCW 28A.225.225   RCW 28A.225.230  RCW 28A.225.240  RCW 28A.225.290  RCW 28A.225.300  RCW 28A.250.070  Chapter 392-137 WAC	Adults, children from other districts, agreements for attending school – Tuition Applications from school employees’ children, nonresident students, or students receiving home-based instruction to attend district school — Acceptance and rejection standards – Notification Appeal from certain decisions to deny student’s request to attend nonresident district – Procedure Apportionment credit Enrollment options information booklet Enrollment options information to parents Rights of students to attend nonresident school district for the purposes of enrolling in alternative learning experience programs – Standard release form. Finance -Non-resident attendance
Management Resources:	<i>Policy News</i> , September 1999 <i>Policy News</i> , June 2003 2015-October Policy Issue 2018- December Policy Issue	School safety bills impact policy Enrolling children of School

**Date: 2/28/83; 11/17/88; 6/21/90; 7/26/99; 5/8/00; 10/28/02; 5/23/05;  
11/9/15; 4/18/19, 4/21/22; 7/20/23; 1/18/24.**