

## **Release of Resident Students**

### **Purpose**

This policy establishes the district's intent to release students desiring to attend school in another district and outlines the requirements for student transfers.

### **Scope**

This policy applies to the Superintendent, administrators, staff, parents or guardians and students.

### **Policy**

1. A student residing within the boundaries of this school district ("resident district") or is declared as a home-based student seeking ancillary services, shall be released upon request to attend school in another district if:
  - (a) The school district of choice agrees to accept the student.
  - (b) There exists a financial, educational, safety or health condition, or other special hardship or detrimental condition affecting the student or his/her family, which would likely be reasonably improved as a result of the transfer.
  - (c) Attendance at the school in the nonresident district is more accessible to the parent or guardian's ("parents") place of work or to the location of child care.
  - (d) The purpose of the transfer is for enrollment in an approved online course or school program.
2. Parents will request the release of his/her child by completing and submitting the Choice Transfer Request form (3140F1) to the resident district. The request form will be directed to the Choice Transfer Coordinator(s) for each school program, and the transfer request will be processed through the state Standard Choice Transfer System (SCTS) accordingly.
3. The resident district shall grant or deny the request according to the established criteria. Parents will be notified of the status of the request and/or acceptance or denial of the transfer in writing.
4. Students are required to attend school in the resident district until the effective start date of the transfer, and nonattendance is subject to truancy procedures. Approved choice transfers will be valid for one (1) year.
5. Should the student move out of the resident district, the choice transfer automatically expires. The district will promptly notify the nonresident district of choice of any change of circumstance affecting the choice transfer.
6. If the request is denied, the Superintendent will notify the parents of the right to petition the Board, upon five (5) school business days prior notice, for review of the decision and to have a hearing before the Board at its next regular meeting. Following the hearing by the Board, a final decision will be promptly communicated to the parents in writing. If the request for release is denied by the Board, the written decision will inform the parents of the right to appeal such decision to the Office of the Superintendent of Public Instruction (OSPI).

7. In all cases in which a resident student is released, the student and/or the parents will be solely responsible for transportation, except that a student may ride on an established bus route if the Superintendent or designee determines that his/her ridership would incur no additional cost to the district.
8. The district annually will inform parents of the district's interdistrict enrollment options and parental involvement opportunities. Information on interdistrict acceptance processes will be provided to nonresident students and parents on request. Providing online access to the information satisfies the requirements of this policy unless a parent specifically requests information to be provided in written form. Should a shared enrollment be requested, an Interdistrict Agreement Request form (3140F2) will be completed by the parent and processed through the Standard Choice Transfer System accordingly.
9. The Superintendent or designee will establish procedures, as required, for the implementation of this policy and as needed to guide choice transfer processes for resident students in conjunction with use of the Standard Choice Transfer System.

**Related Procedures**

N/A

**Policy Cross References**

3141-Nonresident Students

**Policy Legal References**

RCW 28A.225.220 – Adults, children from other districts, agreements for attending school

RCW 28A.225.225 – Applications from non-resident students or students receiving home-based instruction to attend district school – School employees 'children – Acceptance and rejection standards – notification

RCW 28A.225.230 – Appeal from certain decisions to deny student's request to attend non-resident district – Procedure

RCW 28A.225.290 – Enrollment options information booklet

RCW 28A.225.300 – Enrollment options information to parents

**Management Resources**

*Policy News*, June 2003 – Enrolling Children of School Employees

*Policy News*, February 2001 – Federal Budget Implicates Policy

OSPI Bulletins B008-14 and B009-09

**Policy History**

<b>Action:</b>	<b>Date:</b>
Approved by the Board	January 21, 1998

Revised	September 15, 2010
Revised	October 15, 2014
Revised	

Previous Policy Number: 8009