



Date Received in DO: \_\_\_\_\_
Received By: \_\_\_\_\_
45th Day: \_\_\_\_\_

Non-Resident/InterDistrict Transfer Application

The resident school district, where the student should attend based on his/her address, must release the student before Tumwater can consider the request. Separate forms must be submitted for each student requesting a transfer. Accepted transfers are valid for one year only and it is the responsibility of the parent/guardian/student to obtain, complete and submit a new form each year for each student.

Completed forms, with releasing signatures, can be emailed to transfers@tumwater.k12.wa.us

Student's Legal Name: \_\_\_\_\_ Student's Date of Birth: \_\_\_\_\_
Grade During Current Year: \_\_\_\_\_ Grade During Transfer Request Year: \_\_\_\_\_

Table with 7 columns: New Request, School Year Requested, Is the student currently under expulsion or suspension, Does the student have a history of disciplinary issues, Is there another child in the family requesting a transfer, Has the student ever received any of the following services, Is either parent employed by the TSD?

Resident District (even if never attended): \_\_\_\_\_ Resident School: \_\_\_\_\_

Last School Attended: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ To \_\_\_\_\_

Request Transfer To (district): \_\_\_\_\_ Request Transfer To (schools): 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please provide parent/guardian mailing address: \_\_\_\_\_ Parent/Guardian Phone: \_\_\_\_\_
Name: \_\_\_\_\_ Parent/Guardian Work Phone: \_\_\_\_\_
House & Street: \_\_\_\_\_ Parent/Guardian E-Mail: \_\_\_\_\_
City/State/Zip: \_\_\_\_\_

Parent/Guardian Address (if different from above): \_\_\_\_\_

By signing this form, I understand that during the process of making a decision as to whether or not the student will be accepted at the school(s) listed above, the above-named student's disciplinary and attendance records will be reviewed and considered by district officials.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE DO NOT WRITE BELOW THIS LINE-TO BE COMPLETED BY DISTRICT OFFICIALS

RESIDENT DISTRICT RELEASING SIGNATURES:

\_\_\_\_\_  
Superintendent or Designee Date Special Education Director Date

NON-RESIDENT DISTRICT:

APPROVED [ ] AT \_\_\_\_\_ BY \_\_\_\_\_ & \_\_\_\_\_
School Superintendent or Designee Special Education Director

DENIED [ ] AT \_\_\_\_\_ BY \_\_\_\_\_ & \_\_\_\_\_
School Superintendent or Designee Special Education Director

REASON FOR DENIAL:

\_\_\_\_\_

**Tumwater School District-Board Policy 3141  
NONRESIDENT STUDENTS**

A student who resides (where student lives the majority of the time) within the boundaries of another school district in the State of Washington and who is not enrolled in the Tumwater School District under one of the programs identified below may apply for admission under this policy. This policy is not applicable to nonresident student enrollment under any of the following programs:

1. Non-high school district students (RCW 28A.540.110);
2. Students enrolled under an interdistrict cooperation program authorized by RCW 28A.225.250;
3. Students enrolled under a reciprocity program with a contiguous, out-of-state school district pursuant to RCW 28A.225.260;
4. Students enrolled in programs temporarily conducted on behalf of another school district pursuant to RCW 28A.225.200.
5. Students who reside within certain federal lands or Indian reservations and attend school in a contiguous school district pursuant to RCW 28A.225.170;
6. Homeless Students as defined under Policy 3115 when enrollment in the Tumwater School District is determined to be the most appropriate or legally required placement.

Transfer restrictions may be imposed by the district to ensure ample capacity exists for all students residing within each Tumwater school attendance zone.

A parent or guardian shall apply for admission on behalf of his or her child by completing the required interdistrict transfer form. All applications must be submitted annually and must be submitted on the designated form. All applications for nonresident attendance will be considered on an equal basis. Nonresident transfers must be in compliance with all other district policies and procedures.

The Superintendent or designee may deny an application for nonresident admission based upon the following standards:

1. Space is available, as determined by the district and the principal, in the grade level or classes at the school to which the transfer is requested (a waiting list, by grade level, may be maintained at each school if space is not immediately available unless the district has specifically restricted transfers to the desired school, grade level, or classes.)
2. Appropriate educational programs/services are available to support any special needs and adequate capacity is available in the program/service needed for the requesting student.
3. The student's disciplinary records indicate a history of convictions for offenses or crimes, violent or disruptive behavior, reoccurring attendance problems, or "gang" membership;
  - a. A "gang means a group which:
    - i. Consists of three or more persons;
    - ii. Has identifiable leadership; and
    - iii. On an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.
4. The student has been expelled or suspended from a public school for more than ten consecutive days;
5. Acceptance of a nonresident student would result in the district experiencing a financial hardship;
6. There are no appropriate educational programs or services available to improve the student's condition as stated in requesting release from his or her district of residence;
7. The student's transfer appears likely to disrupt the educational process or create a risk to the safety of other students or staff at the school to which the transfer is requested. (Discipline records and consultation with school staff and administration from the most recent school placements for the requesting student are part of the consideration process for this standard.)
8. The student has a history of school attendance issues/concerns that would adversely affect his or her ability to fully benefit from the transfer being requested.
9. The student was previously enrolled in the District without having followed required procedures for enrollment as a nonresident student.

The district shall provide to applicants written notification of the approval or denial of the application in a timely manner. If the application is rejected, the notification shall include the reason or reasons for denial and information about the right to appeal.

**CHILDREN OF FULL-TIME EMPLOYEES**

1. Pursuant to RCW 28A.225.225, a nonresident 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 the 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 28A.155.065 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 employee if:
  - a. Disciplinary records or other evidence supports a conclusion that the student has a history of convictions, violent or disruptive behavior or gang membership; or
  - b. The student has been expelled or suspended from a public school for more than ten consecutive days; or
  - c. Enrollment of the nonresident child would displace a child who is a resident of the district, except that if the child of a full-time employee has been previously enrolled, the student must be permitted to remain enrolled at the same school or in the district's kindergarten through twelfth grade continuum until the student completes his or her schooling; or
  - d. 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.

The Superintendent or designee shall develop procedures to govern consideration of nonresident transfer requests.

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| Legal References: | RCW 28A.225.220<br>RCW 28A.225.240<br><br>RCW 28A.225.290<br>RCW 28A.225.300<br>C 36 L 03 Enrolling Children of Certificated and Classified School Employees<br>WAC 392-137 | Adults, children from other districts, agreements for attending school — Tuition<br>Appeal from certain decisions to deny student's request to attend nonresident district —<br>Apportionment of credit<br>Enrollment options information booklet<br>Enrollment options information to parents<br>Finance — Nonresident attendance |
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| Management Resources: | <i>Policy News</i> , September 1999<br><i>Policy News</i> , June 2003 | School safety bills impact policy<br>Enrolling children of School Employees |
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**ADOPTED:** September 28, 1995  
**REVISED:** August 14, 1997; June 10, 1999; November 29, 2007; October 24, 2013; January 28, 2016