

Tumwater School District Procedures

SCHOOL ATTENDANCE AREA (INTRA-DISTRICT) TRANSFERS

Parental requests for transfers of students from their regularly assigned school attendance area shall be subject to the following procedures and criteria:

1. The request will be initiated using the Family Access system, or in writing on the district Intra-District Transfer form. The district will post the form to the district website. The district will also post Family Access instructions on the website to assist families.
2. Completed Intra-District Transfer forms should be mailed or delivered to the District Office or the resident school within the timelines posted on the district website. All completed forms will be date-stamped upon arrival at the District Office. The address is: 621 Linwood Avenue SW Tumwater, WA 98512. Because the district routinely receives more requests than we are able to accommodate, all parents are encouraged to submit transfer forms as soon as possible, consistent with the dates posted on the district website and at the District Office. Please note: School offices are not open continuously through the summer; all transfer requests submitted after the last day of school must be submitted directly to the district office.
3. Principals will conduct a review of transfer requests in consultation with the Assistant Superintendent and applicable program administrators utilizing the criteria outlined in this policy and procedure.
4. The district will notify families of the decision, in writing, in a timely manner after receipt of the completed application in the District Office.

CRITERIA AND CONSIDERATIONS

An application for an intra-district transfer will be approved only if:

- A. **Capacity:** Space is available, as determined by the principal, in the building, grade level, program 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).
- B. **Available Programs/Services:** 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.
- C. **Disruptive/Unsafe Conduct:** The student's transfer is not 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 criterion.)

- D. **Attendance:** The student does not have a history of school attendance issues/concerns that would adversely affect his/her ability to fully benefit from the transfer being requested.
- E. **Transportation:** Parents and/or guardians of intra-district transfer students are responsible for all transportation. School buses will not alter routes to transport children to a school outside their assigned attendance areas.
- F. **Duration:** Acceptance of an intra-district transfer student will be for one school year (defined as the school year calendar published by the district) and subject to revocation at any time during the school year, if the student no longer qualifies under any criteria for acceptance included in this procedure.
- G. **Extracurricular Activities:** The eligibility for an intra-district transfer student is subject to the rules of the Washington Interscholastic Activities Association (WIAA). An intra-district transfer student may be ineligible to participate in varsity sports for a period of one calendar year beginning with the date of enrollment at the requested school.
- H. **Administrative Transfers:** The district may administratively transfer a student at any time during the school year where special circumstances indicate this is necessary. These transfer decisions will be made after consultation with parents, school staff, and necessary district staff, and may include special conditions for the student and parents/guardians involved.

If available space in a school, grade level, classes or programs/services is insufficient to accept all transfer requests, requests for these limited placements will be prioritized in the following order:

1. Students who are children of a full-time certificated or classified employee and are requesting enrollment in the employee's assigned school or a feeder pattern school (RCW 28A.225.225)
2. Intra-district students continuing enrollment at a site or in a program
 - a. Students displaced from their current school by a boundary revision
 - b. Intra-district transfer renewals
3. New intra-district students whose siblings are enrolled at the same site
4. Other new intra-district students
5. Nonresident students continuing enrollment in the district
6. New nonresident students whose siblings are enrolled at the same site
7. Other new nonresident students
8. Following application of items (1) through (7), transfer requests will be prioritized by lottery.

Late requests (received after the timeline posted on the district website) will be prioritized following (1) through (8) at the time of review. Requests received from students/parents after placement decisions have already been made do not result in revocation of any previously approved transfer.

REVOCATION AND APPEAL PROCESS

Intra-district transfer students may have their transfer approval revoked, at any time, based upon the following considerations:

- A. **Behavior/Discipline Issues:** The significance, severity, and frequency of misconduct will be considered, including behavior impacting academic progress.
- B. **Attendance Issues:** Attendance records (inclusive of tardies and absences of any type) and any adverse educational impact of poor attendance will be considered.
- C. **Health/Safety Issues:** Behaviors which pose a risk to the health and/or safety of the student, other students and/or staff will be considered.

While the school principal/designee may choose to create and offer a probationary contract to any student/parent facing possible revocation of their transfer, this is not required unless imposed as part of an appeal process.

If a principal determines that a transfer will be revoked, a written notice will be provided to the parent/guardian stating the reason(s) for the revocation decision as well as their appeal rights and instructions.

FALSIFICATION/FAILURE TO DISCLOSE REQUESTED INFORMATION

Falsification of student or parent/guardian information on the transfer request form, including but not limited to address, residence, or conditions of living arrangements may result in denial of the transfer applications and/or revocation of approved transfers. Failure to disclose requested special program experience, attendance issues, and/or disciplinary history on the transfer request form may also result in denial of the transfer applications and/or revocation of approved transfers.

APPEAL PROCESS

If a transfer is revoked, the parent/guardian may appeal the revocation to the Assistant Superintendent. Such an appeal must be in writing and state the reasons for requesting that the revocation decision be overturned. The appeal request must be received at the District Office (621 Linwood Avenue SW, Tumwater, WA 98512) within five (5) business days from the day on which the revocation notification was received by the parent/guardian. The student will be allowed to remain in school until a final determination is made unless removed from school pursuant to a disciplinary action.

The Assistant Superintendent will review the written appeal request and consult with the parent/guardian and the principal/designee prior to making a determination. Consultation with the student and other parties involved in the matter may also occur but are not required. A final decision will be communicated to the parent/guardian in writing within ten (10) business days after receipt of the written appeal request by the district.

The Assistant Superintendent may determine that modification of the timeline noted in the appeal process is necessary due to special circumstances. In this event, the parent/guardian shall be notified in writing of the modified timeline as soon as is reasonably possible.

The Assistant Superintendent's decision shall be final.

STUDENTS WHO MOVE DURING THE SCHOOL YEAR

A student who moves to a new attendance area within the district during the school year and wishes to continue attending school in his/her former attendance area must complete an Intra-District Transfer Request at the time of the move. If the transfer is approved, the parent/guardian must:

- a. Provide transportation to a designated location within the school's service area.
- b. Ensure prompt and regular attendance in accordance with compulsory attendance laws and district policies.

STUDENTS REQUESTING ENROLLMENT IN SPECIAL PROGRAMS

Students receiving special education, or enrolled in the alternative high school, the challenge academy/gifted education or bilingual services, will initially be assigned to schools and programs according to the placement procedures of those respective programs. Students in special programs who wish to request intra-district transfer may follow the process applicable to all students.

STUDENT RESIDENCE ISSUES

School officials may request proof of residency in the event that residency questions arise. The District may request verification of residency from all students in a school, grade level, or program when the District determines it is necessary due to space/capacity limitations. Acceptable documents must show the parent/legal guardian's name and address and must be dated within the past 30 days. Post office boxes are not acceptable as residence addresses. Acceptable documents to show proof of residency include a current lease/rental or real estate agreement that is signed and dated showing parent/guardian's name as the tenant/owner of the address; a utility bill showing the address and name of parent/guardian and/or third-party documents including physical address, residency and name that can be verified by school officials. Additional verification may be requested by the principal, e.g., letter describing the living arrangements from the family with whom the student resides. Falsification of student or parent/guardian information, including an address, residence or conditions of living arrangements, to obtain a school assignment may be cause for the withdrawal of the student and reassignment to their resident school. Written notification of intent to withdraw the student will be forwarded to the last known address provided by the parent/guardian.

HOMELESS STUDENTS

Students qualifying as homeless under the federal definition outlined in Policy 3115 "Homeless Students: Enrollment Rights and Services" will be enrolled in school

pursuant to the guidelines outlined in said policy as well as any applicable state or federal guidelines not referenced in the policy.

IMPLEMENTED: January 28, 2016 January 3, 2018 February 13, 2020