



NON-RESIDENT STUDENT TRANSFER REQUEST FORM

2020-2021

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: _____ Grade in 2020-2021: _____ Date of Birth: _____

Address/City/State: _____ Zip Code: _____

Parent/Guardian Name: _____ E-Mail: _____

Home Telephone: _____ Work Telephone: _____ Cell Phone: _____

Resident District and School: _____ Currently Enrolled? ___ Yes ___ No

Tumwater School Requested: 1. _____ 2. _____ 3. _____

Please check all that apply: ___ Special Ed ___ Regular Ed ___ 504 ___ Discipline Issues ___ Health Care Plan ___ Other ___ New Request ___ Renewal

Is the student currently under expulsion or suspension from another school district: Yes [] No []

Is there another child in the family requesting a transfer? Yes [] No []

Basis for request:

- ___ A financial, educational, safety or health condition affecting the student would likely be reasonably improved as a result of the transfer.
___ Attendance in the Tumwater School District is more accessible to the parent's place of work or to the location of child care.
___ Some other special hardship or detrimental condition that affects the student or the student's immediate family would be alleviated as a result of the transfer.
___ Student is the child of a full-time certificated/classified school employee seeking to enroll at the school to which the employee is assigned.

Please explain: (required)

Term of Requested Release:

- ___ Remainder of the current school year (for requests for release made during the school year)
___ One school year: 2020-2021

Parent/Guardian Acknowledgment and Signature: I certify that I have read and understand this Non-Resident Transfer Request form, and that all information I have provided is true. I further understand that: 1. The parent/guardian or student shall be responsible for student transportation to and from school; 2. Enrollment of the student may be terminated in accordance with conditions set forth in the Tumwater School District's policies/procedures. 3. Enrollment of the student may be terminated if it is discovered that the information provided was incomplete or was materially misrepresented. Parent/Guardian Signature: _____ Date: _____

Non-Resident Accepting District Authorization: _____ Transfer and Agreement: ___ Approved ___ Denied
Non-Resident Accepting District Authorized Signature/Title: _____ Date: _____
Non-Resident Accepting District Special Education Director: _____ Date: _____
Reason for Denial: _____

Resident Releasing District Authorization: _____ Transfer and Agreement: ___ Approved ___ Denied
Resident Releasing School District: _____
Resident Releasing District Authorized Signature/Title: _____ Date: _____
Resident Releasing District Special Education Director: _____ Date: _____

Tumwater School District Board Policy 3141

NONRESIDENT STUDENTS

Consistent with Chapter 28A.225 RCW, a student who resides (lives the majority of the time) outside the district may apply to attend a school in the district. All applications for nonresident attendance will be considered on an equal basis.

The Tumwater School District Board of Directors will inform parents annually of the nonresident enrollment options. Information nonresident acceptance policies will be provided to nonresidents on 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 such as the child's current 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.

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 denying an application

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

1. Whether 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. Whether appropriate educational programs/services are available to improve the student's condition as stated in requesting release from his or her district of residence;
3. Whether the student's disciplinary records or other documentation indicate a history of violent or disruptive behavior, convictions for offenses or crimes, 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).
4. Whether the student has been expelled or suspended from a public school for more than ten 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.
5. Whether acceptance of a nonresident student would result in the district experiencing a financial hardship ("financial hardship" does not include routine programmatic costs associated with serving additional disabled or non-disabled students).
6. Whether there are 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. Whether 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.
8. Whether the student was previously enrolled in the District without having followed required procedures for enrollment as a nonresident student.
9. Whether enrollment of a nonresident student would conflict with a district innovation academy cooperative under [RCW 28A.340.080](#).
10. 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.

Admission or denial: Notice of decision and appeal of decision

The district shall provide to applicants written notification of the approval or denial of the application in a timely manner. If the application is denied, the district will notify the parent or guardian in writing within 45 days from 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 his or her designee as detailed in [RCW 28A.225.230](#).

The parent or guardian may appeal the denial to the assistant superintendent. Within five business days of receipt of the parent's appeal submission, the assistant superintendent 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 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; the student remains enrolled until he or she completes schooling; 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 (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 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. For Legal References please refer to the entire policy on the District Website.

ADOPTED: September 28, 1995

REVISED: August 14, 1997; June 10, 1999; November 29, 2007;
October 24, 2013; January 28, 2016; February 13, 2020