

## **PROCEDURE – SCHOOL ATTENDANCE AREA TRANSFERS RESIDENT STUDENTS**

**3131P**

School sites shall register only those students whose official and verified residential address places them within that school's service area. All other student requests for transfers will be coordinated through the Office of School Leadership.

Students who wish to transfer from their resident school within the District to another school within the District must complete an "Intra (within) District Transfer Request Form" through Skyward Family Access.

Parents/legal guardians must:

1. Complete the transfer request form online as directed within the timelines posted on the district website and stated on the application form.
2. All schools and the Transfer Department have computer kiosks available for family use to complete this process.

### **Application Process**

Requests for transfers will be accepted annually on the timeline printed on the application and posted to the school district web site.

The parent/legal guardian must complete the online transfer application. Students 18 years of age or older may submit their own applications.

The Office of School Leadership, in consultation with the building principal, will review applications for transfers within the District and accept or deny the application based on the criteria in Board Policy 3131 within 45 days of receipt.

Denials of applications for transfers between schools by residents of the District shall include notice that the parent/guardian may appeal to the District level administrator designated by the Superintendent for review of the decision. Such an appeal must be in writing and be received within five (5) business days from the day on which the denial/revocation notification was received by the parent/guardian.

### **Transfers must be re-applied for annually**

A parent/legal guardian of a student residing outside the school attendance area must apply for a transfer request on a yearly basis.

### **Limited Capacity**

If an application satisfies the above criteria, but available space in a building program, grade level or classroom is not sufficient to accept all applications, applications will be prioritized in the following order:

1. A student who is the child of a full-time certificated or classified employee, and is requesting enrollment.
2. A student who would be continuing enrollment at a site or in a program.
3. A student whose siblings are enrolled at the same site.
4. In-District students will be prioritized over out of district students.
5. Following application of items (1) through (4), transfer requests will be prioritized based on the date the request form was stamped as received by the Office of School Leadership.

### **Athletic Eligibility**

The eligibility of students to participate in extracurricular activities shall be subject to the rules and regulations of the Washington Interscholastic Activities Association and the North Thurston Public Schools Athletic Code.

Implemented:	January 31, 2017	North Thurston School District Board of Directors
Reviewed and Updated	March 29, 2018	Assistant Superintendent for School Leadership