

STUDENTS

Nonresident Students

1. Students who live outside the district geographical boundaries and who wish to attend school in Everett Public Schools must:
 - a. Apply for a choice transfer release request from the district in which they live. If approved, the resident district submits the choice transfer release request to the Everett Public Schools transfer office through the online choice transfer system.
 - b. Complete an Application of Nonresident Student to Attend Everett Public Schools (initial request only). Receive approval/denial from the principal of the requested school. The Everett Public Schools transfer office will forward the request to the school.
 - c. Provide their own transportation to a designated location within the school's service area. School buses will not alter routes to transport a nonresidential student to a district school. An exception is noted for transportation of a disabled student if so required as a related service.
2. Choice transfer release requests from children of full-time certificated or classified employees, who are requesting enrollment in the employee's assigned school or a school forming the district's K-12 continuum which includes the school to which the employee is assigned may be submitted beginning February 15 for the following school year. All other choice transfer release requests may be submitted beginning March 1 for the following school year.
3. Eligibility for a choice transfer will be reviewed and evaluated annually using the following criteria:
 - a. Whether the student is a child of a district employee subject to [RCW 28A.225.225](#).
 - b. The capacity of the building as determined by the district at the building in which the student desires to be enrolled. Schools that are designated by the district as "closed to transfers" do not have available space by definition. Schools that are closed to transfers will be posted on the district's website.
 - c. The capacity of the program, grade level and/or classroom as determined by the district at the building in which the student desires to be enrolled.
 - d. The availability of a program at a school to meet the educational needs of the student.
 - e. Whether approval would result in the district experiencing a financial hardship.
 - f. Whether the student's disciplinary records indicate a history of convictions for offenses or crimes, violent or disruptive behavior, or gang membership.
 - g. Whether the student has been expelled or suspended from a public school for more than ten (10) consecutive days.

4. If an applicant is eligible to attend Everett Public Schools but available space in a building, program, grade level and/or classroom is not sufficient to accept all applicants, choice transfer release requests will be reviewed and prioritized in the order listed below:
 - 1) A student who is the child of a full-time certificated or classified employee, and is requesting enrollment in the employee's assigned school or a school forming the district's K-12 continuum which includes the school to which the employee is assigned. However, if the enrollment of an employee's child under this section would displace a child who is a resident of the district, the employee's child will not be permitted to enroll. If an employee's child is already enrolled in the employee's school or a school forming the K-12 continuum which includes the school to which the employee is assigned, the employee's child may remain enrolled at that school, or in the K-12 continuum, until he or she has completed their schooling.
 - 2) A student who would be continuing enrollment at a site or in a program.
 - 3) A student who would be moving up from a feeder school in the district's K-12 continuum.
 - 4) A student whose siblings are enrolled at the same site.
 - 5) Following application of items one (1) through four (4) above, choice transfer release requests will be prioritized based on the date the request was submitted to the Everett Public Schools transfer office.
5. A transfer may be denied or revoked if:
 - a. The student's disciplinary records indicate a history of convictions of offenses or crimes, violent or disruptive behavior, or gang membership.
 - b. The student has been expelled or suspended from a public school for more than ten (10) consecutive days or is currently under long-term suspension, expulsion or emergency expulsion. Customarily, a transfer will be revoked after suspension or expulsion has been imposed.
 - c. Enrollment poses a risk to the health and/or safety of other students and staff.
 - d. Acceptance of a nonresident student would result in the district experiencing a financial hardship.
 - e. Parents/guardians submitted false information to obtain a school assignment.
6. Choice transfer release requests for special education students will be referred to the special services department and their acceptance will be determined in accordance with federal, state and district guidelines.
7. Parent/guardian consent to attend Everett Public Schools will be verified by his/her signature on the required choice transfer release request.
8. Nonresident students are ineligible to participate in varsity level athletic activities for one (1) full calendar year as prescribed by WIAA Rules and Regulations.
9. Students who attend school while living in the district and move out of the district during the school year must complete a choice transfer release request at the time of the move. Such requests shall be reviewed promptly under the criteria set forth in this procedure. If the request is approved, the student will be allowed to complete the current year in the district.

10. The principal and regional superintendent in a timely manner shall provide all applicants with written notification of the approval or denial of the request. All choice transfer release requests must be acted upon by accepting or denying the request within forty-five (45) calendar days of receipt by the district. The district must make reasonable effort to deliver the written notification of denial to the applicant. If the student is to be admitted, the principal or designee shall notify the resident district and make necessary arrangements for the transfer of student records.
11. Choice transfer release requests for nonresident attendance must be submitted annually. Nonresident students who received a choice transfer in one school year do not automatically continue into the succeeding year. A choice transfer release request may be denied or revoked because:
- District attendance boundaries are altered by board action; or
 - The superintendent has determined that there is not capacity at the building, program, grade level and/or classroom; or
 - The student violated the conditions listed in paragraph 5 above; which will result in the student returning to their resident district; or
 - A parent/guardian of the student residing outside the district's geographical boundaries failed to submit a choice transfer release request on or before April 14 of each succeeding year.

NOTE: Acceptance of a choice transfer release request for grades K-5 and 6-8 does not guarantee a choice transfer release request will be approved for the feeder school in the district's K-12 continuum.

12. If the request of a nonresident student to attend Everett Public Schools is denied or revoked, notification to the parent/guardian shall include the reason or reasons for denial and the right to appeal. The decision of the district to deny the admission of a nonresident student may be appealed to the State Superintendent of Public Instruction. The parent/guardian shall be advised of their right to appeal the denial under [Chapter 392-137 WAC](#) and provided with information about how to do so.

Cross reference: [Board Policy 3141](#)

Nonresident Students

Adopted: September 1981
 Revised: January 28, 1991
 Revised: March 20, 1995
 Revised: February 8, 1999
 Revised: February 2002
 Revised: January 2012
 Updated: September 2012
 Revised: February 26, 2013

Updated: June 2014
 Revised: May 2015
 Revised: November 2015
 Revised: July 2017
 Revised: November 2017
 Revised: December 2017
 Revised: December 2018
 Updated: January 2019



**APPLICATION OF NONRESIDENT STUDENT
 TO ATTEND EVERETT PUBLIC SCHOOLS**

FOR THE _____ - _____ SCHOOL YEAR

The district in which you reside must first release your child before Everett Public Schools may consider your request to have your child attend Everett Public Schools. In addition, this application must be completed **for the initial request** to attend Everett Public Schools. Separate applications must be completed for each child. It is understood that the parent/guardian will assume responsibility for transportation to and from school. Requests are approved for no more than one (1) school year. **Please complete and return this application to the Everett Public Schools School Transfers department.**

PLEASE PRINT

Student's name	Birthdate	Grade entering	
Home address	City/State	Zip Code	
Mailing address (if different from home address)	City/State	Zip Code	
Parent/Guardian name	Home phone	Work phone	Email

SCHOOL REQUESTING TO ATTEND

CURRENT/LAST SCHOOL

School	Grade entering	School	Grade
District	Year	District	Year

REASON FOR REQUEST: _____

Sibling(s) at site (please indicate grade/s)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Full-time district employee	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Student receives special education services/IEP	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Student receives 504 services	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has the student been suspended for more than ten (10) days or expelled from a previous school?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has the student had a history of disruptive or violent behavior, criminal offenses or convictions, or gang membership?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Parent/Guardian signature _____
Date

★★★ FOR OFFICE USE ONLY ★★★

AGREEMENT TO ACCEPT NON-RESIDENT STUDENT

APPROVED Everett Public Schools hereby agrees to accept the student for the _____ - _____ school year.

DENIED **Reason:** _____

Signature of district designee: _____ **Date:** _____