

IN REVISION



STUDENTS

Nonresident Students

Application Process

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. If approved, 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.

Annual Submission Requirement

Choice transfer release requests for nonresident attendance must be submitted annually. Parent/guardian consent to attend Everett Public Schools will be verified by their signature on the required choice release request. 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:

- a. District attendance boundaries are altered by board action; or
- b. The superintendent has determined that there is not capacity at the building, program, grade level and/or classroom; or
- c. The student violated the conditions listed in the Denying or Revoking Transfer Requests Section below; which will result in the student returning to their resident district; or
- d. 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.

Available Enrollment Capacity

The superintendent or designee will annually review enrollment capacity designations to determine the schools with available enrollment capacity for nonresident students and post the information on the district website. Schools that are at full enrollment capacity will be designated on the [district's website](#) as closed for choice transfer requests.

Enrollment Application Period

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.

District Criteria

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.

Standards for Accepting or Rejecting an Application

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.

Denying or Revoking Transfer Requests

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. 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\(2\)\(b\)](#).
- 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.

Program Placement

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.

Athletic Eligibility

Nonresident students are ineligible to participate in varsity level athletic activities for one (1) full calendar year as prescribed by the Washington Interscholastic Activities Association (WIAA) Rules and Regulations.

Change of Residence

Students who attend school while living in the district and move out of the district during the school year **must are not required to** complete a choice transfer release request at the time of the move, **and may complete the current school year in the district. However, in order to continue attending school in the district in subsequent school years, a choice transfer release request must be completed in accordance with the timelines set forth above. 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.**

IN REVISION

Notification of Acceptance/Denial

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.

Appeal Process

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 under RCW 28A.225.230(3). **There are two options for appeal. The parent/guardian may appeal to the appropriate regional superintendent for review of the decision. Such an appeal must be in writing and be received within five (5) school business days from the day on which the denial/revocation was received by the parent/guardian. A final decision will be communicated in a timely manner to the parent guardian in writing.**

If the parent/guardian prefers, they have the right to appeal directly to the office of the superintendent of public instruction (OSPI) or their designee under RCW 28A.225.230(3). A parent/guardian is not required to appeal to the appropriate regional superintendent before appealing to OSPI. An appeal **to OSPI** means the parent/guardian is requesting a hearing before an Administrative Law Judge with the Washington State Office of Administrative Hearings (OAH). 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. Information regarding student transfers and appeals is available on [OSPI's website](#).

If an appeal is denied by the appropriate regional superintendent, the right to appeal directly to OSPI remains, and the parent/guardian may file such appeal to OSPI at any time after the initial denial of the transfer request.

Because it may take several weeks for a case to be processed, heard, and a decision made by OAH, parents/guardians should not wait to hear the outcome of an appeal before enrolling their child in their resident school/district.

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
Revised: January 2021
Updated: May 2021
PROPOSED: July 2022

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School Transfers
 Everett Public Schools
 3900 Broadway, Everett, WA 98201
 Phone: 425-385-4070
 Fax: 425-385-4012
 Email: schooltransfer@everettsd.org



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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:

Adopted: November 2017
 Revised: December 2017