

The parent/guardian of a student who resides outside the district boundaries may request to have the student transfer into the district to attend school or to receive home-based instruction and ancillary services. The resident district's form or district form 3020-F1 must be completed by the parent/guardian and approved by the resident and nonresident districts prior to enrollment.

The superintendent accepts or denies requests for transfer based upon:

- whether necessary resources are available in the grade level, or classes at the school in which the student desires to be enrolled have the capacity for additional students;
- whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence;
- whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff;
- whether the student's disciplinary records or other documentation indicate a history of convictions for offenses or crimes, violent or disruptive behavior 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);
- 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 of suspended or expelled students;

If the student is a child of a full-time district employee, a request for transfer will be approved unless:

- the student has a history of convictions, violent or disruptive behavior, or gang membership;
- the student has been expelled or suspended from school for more than ten consecutive days; or
- enrollment of the child would displace a child who is a resident of the district (the child must be permitted to remain enrolled until he or she completes his or her schooling).

Applications for nonresident enrollment are considered on an equal basis in the order of their presentation to the district.

The district provides applicants and the resident district with written notification of the approval or denial of the application.

If the student is to be admitted:

- The parent/guardian must make necessary arrangements for the transfer of student records.
- The parent/guardian is responsible for the student's transportation to and from school. A nonresident student may ride district buses to and from school from a designated regular bus stop, provided authorization has been requested by the parent/guardian and granted by the transportation supervisor on the basis of whether room exists on the bus. If authorization is granted, the parent/guardian must deliver/pick-up the student at the bus stop.
- The receiving school must include the unexcused absences accumulated at the previous school or from the previous school district for purposes of attendance.

Students attending Coupeville schools under this policy will not be allowed to arrive late or be dismissed early for transportation reasons.

If the application for admission is denied, the district will notify the parent/guardian of the right to appeal the decision to the superintendent of public instruction or his or her designee under RCW 28A.225.230(3).

Legal Reference:	RCW	28A.225.020	School's duties upon child's failure to attend school.
		28A.225.220	Adults, children from other districts
		28A.225.230	Appeal from certain decisions to deny student's request to attend nonresident district
		28A.225.290,300	Enrollment options information
	WAC	392-137	Finance–Nonresident attendance