

**POLICY NO. 5011**  
**Adopted: 6-27-90**  
**Revised: 8-11-04**  
**Replaced: 4-11-18**

## **IN-DISTRICT TRANSFERS**

### **POLICY:**

Each resident student in the Lake Stevens School District is required to attend the school designated for the geographic attendance area in which he or she resides.

1. A parent or guardian may request that his or her child be allowed to attend another school in the district only if one of the following three factors apply:
  - a. Pursuant to RCW 28A.225.270(2), the student is a child of a full-time certificated or classified employee, and the request is for the employee's assigned school or a school forming the District's K-12 continuum that includes the school at which the employee is assigned.
  - b. The student's child care services are within the requested school's boundaries, or
  - c. There is a special and severe hardship or detrimental condition affecting the student or the student's immediate family that would be alleviated as a result of the transfer.
2. Requests must be submitted in writing to the Educational Service Center.
3. Requests will be evaluated fairly and equally under the processes and procedures identified in the procedures of Policy No. 5011. All granted transfer requests are effective for one school year.

If a request for transfer is approved, the parent or guardian must assume responsibility for adequate transportation and supervision to and from school.

Parents will be informed annually of the District's attendance area transfer option and the requirements of Policy No. 5011 that are available online.

Cross Reference:

Policy No. 5010: Student Attendance Area Boundaries

Legal Reference:

Section 205, Ch. 9—Laws of 1990, 1st ex. sess.

Intradistrict Transfer Policies

RCW 28A.225.225 Enrolling Children of Certificated and Classified School Employees

RCW 28A.225.270 Intradistrict enrollment options policies

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### **PROCEDURES:**

1. Students who wish to transfer from the school designated for the geographic attendance area in which the student resides must complete an in-district transfer request application.
2. RCW 28A.225.270(2) states that children of full-time certificated or classified school employees who reside within the district may enroll at:
  - a. The school to which the employee is assigned;
  - b. A school forming the District's K through 12 continuum that includes the school to which the employee is assigned; or
  - c. A school in the district that provides early intervention services pursuant to RCW 28A.155.065 or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.

If the child of a full-time certificated or classified school employee resides outside of the district, admission and enrollment of the student will be considered under the procedures of Policy No. 5020 and the provisions of RCW 28A.225.225.

3. An in-district transfer request must set forth one (or more) of the following three conditions:
  - a. The application includes documentation showing to the satisfaction of the Superintendent or his/her designee that the student is a child of a full-time certificated or classified employee, and the request is for the employee's assigned school or a school forming the District's K-12 continuum that includes the school at which the employee is assigned. See RCW 28A.225.270(2).
  - b. The application includes documentation showing to the satisfaction of the Superintendent or his/her designee that the student's child care services are within the requested school's boundaries.
  - c. The application includes documentation showing to the satisfaction of the Superintendent or his/her designee that there is some special and severe hardship or detrimental condition affecting the student or the student's immediate family that would be alleviated as a result of the transfer.

Following consideration, the District will either grant the application, deny the application, or provide the applicant with a proposal to transfer to a different school than requested by the application. The Superintendent or his/her designee will notify the parent or guardian of the decision and his/her right to appeal pursuant of this procedure.

4. Enrollment application period: In-district student transfer requests will be accepted after April 1 for the following school year. Applications will be accepted only during normal business hours on normal school days. Applications for in-district student transfers will not be considered if they are submitted prior to April 1 for the following school year.
5. Granted transfer requests are effective for only one school year. Resident students must renew an in-district student transfer request annually to remain enrolled in a school outside of the student's designated attendance area.
6. A student who moves to a new attendance area in the district during the school year may elect to transfer at the time of the move or at the end of the semester or graduating period.
7. Secondary students who request attendance area transfers are subject to *the Washington Interscholastic Activities Association (WIAA)* eligibility rules regarding participation in interscholastic athletics and activities.
8. An in-district transfer request may be denied at any time if:
  - a. The student's disciplinary records indicate a history of violent or disruptive behavior or gang membership;
  - b. The student has been expelled or suspended for more than ten (10) consecutive school days or is currently under long-term suspension, expulsion, or emergency expulsion;
  - c. The student has difficulties with attendance or tardiness or has a truancy petition filed from his/her present or resident school;
  - d. Continued enrollment poses a risk to health and/or safety of other students and staff; or
  - e. The parent or guardian submitted false information to obtain a school assignment.
9. Appeal Procedure.
  - a. Upon notification that a request for resident in-district transfer has been denied, the parent or guardian may appeal the denial to the Superintendent or his/her designee for review of the decision.
  - b. Appeals must be in writing and received by the Educational Service Center within five (5) business days of the date the notification of decision was mailed.

- c. The appeal request must identify any relevant facts the parent or guardian believes were overlooked in making the original decision and the reason(s) the parent or guardian believes the decision was in error.
- d. The Superintendent or his/her designee will review the appeal and issue the parent or guardian a written decision.
- e. The written decision of the Superintendent or his/her designee shall be final.