



INTERDISTRICT  
STUDENT  
TRANSFERS

D13.01  
Revised  
July 2003  
Page 1 of 1

**PROCEDURE**

I. INTRODUCTION

Although the Seattle School District will accept applications from students who live outside the District, serving the needs of the students who live within the District is our primary obligation. As such, the application of each non-resident student will be examined before the student is accepted to ensure that resident students will not be disadvantaged by the non-resident's enrollment.

II. DEFINITIONS

- A. A "resident student" is a student who resides within the boundaries of the Seattle School District.
- B. A "non-resident student" is a student who resides outside the boundaries of the Seattle School District.
- C. To "reside" either inside or outside of the District boundaries, for the purposes of this Procedure, has the common meaning of where the student "lives". For students under the age of 18, this is usually with the parent or guardian.
- D. A "program", as discussed herein, includes classes designed to meet specialized needs, including, but not limited to, preschool, special education, bilingual, and advanced learning.

III. RESIDENT STUDENT NEEDS TO BE MET FIRST

If the current and anticipated needs of resident students can be met, non-resident students may be allowed to attend school in this District. However, resident student needs will be addressed prior to enrollment of non-resident students. This will require separate enrollment timelines and other differences in the enrollment process for non-resident students, as compared to resident students.

IV. NON-RESIDENT STUDENTS MUST COMPLETE AN APPLICATION

When a non-resident student seeks enrollment in the Seattle School District, the student must complete an application, which shall require at least the following information:



INTERDISTRICT  
STUDENT  
TRANSFERS

D13.01  
Revised  
July 2003  
Page 2 of 2

- A. Any past, current, or pending disciplinary action;
- B. Any past, current, or pending criminal or juvenile court proceedings;
- C. Any history of violent behavior;
- D. Any health conditions affecting the student's educational needs;
- E. Any history of placement in special education programs; and
- F. Any unpaid fines or fees imposed by other schools.

Failure to adequately respond to these questions may result in enrollment being denied or revoked.

All non-resident students seeking enrollment in a Seattle Public School must provide the same information required of resident students, plus a release from the district in which the student resides. The request to attend Seattle Public Schools may be delayed until the application and release forms have been completed and verified by Seattle Public Schools.

Any non-resident student who is currently enrolled in the Seattle School District and has not previously applied for enrollment shall be required to do so in accordance with this procedure. Any non-resident student, who is currently enrolled, notified that he or she must apply, and who does not do so within the time period provided in the notice, is subject to being disenrolled.

V. LENGTH OF ACCEPTANCE

All non-resident students who are accepted into Seattle Public Schools are accepted for only one academic year. Each non-resident student must submit a new release form each year. The enrollment of each non-resident student will be evaluated each year to ensure that continued enrollment of the non-resident student would not disadvantage resident students.

VI. GROUND FOR ACCEPTING A NON-RESIDENT STUDENT

Reasons to accept a traditional non-resident student include:



INTERDISTRICT  
STUDENT  
TRANSFERS

D13.01  
Revised  
July 2003  
Page 3 of 3

- A. The student's financial, educational, safety, or health conditions would likely be improved;
- B. Attendance in the Seattle School District is more accessible to the parent/guardian's place of work or to the location of childcare;
- C. There is a special hardship or detrimental condition;
- D. A student is in the process of moving into the District, or a student has been a resident in the District and enrolled in a District school but moves out of the District and desires to continue attending a District school.

Reasons to accept a non-traditional, non-resident student would be that the student is a middle or high school dropout or other at-risk student recruited by an alternative education center, and referred back to the education center for educational services, pursuant to an interagency contract with the District.

VII.   GROUNDS FOR NOT ACCEPTING A NON-RESIDENT STUDENT

The enrollment application of a non-resident student may be denied on the basis of any of the following:

- A. Instructional capacity does not exist, or is projected not to exist, in the particular grade, school, or program requested;
- B. Acceptance of the student would result in the District experiencing a financial hardship, which, for this purpose, means the expenditure of more money on educating the student than the District receives for that student from the State;
- C. The student's disciplinary records indicate a history of violent or disruptive behavior, or gang membership (as defined in RCW 28A.225.225(1));
- D. The student has been expelled or suspended from a public school for more than ten consecutive days;
- E. Appropriate educational programs or services are not available to improve the student's condition, or there is a substantial likelihood the student's attendance, behavior, or academic progress will not be



INTERDISTRICT  
STUDENT  
TRANSFERS

D13.01  
Revised  
July 2003  
Page 4 of 4

satisfactory. This will be determined after taking into account the records from the previous school.

VIII. NON-RESIDENT STUDENTS OF EMPLOYEES

Non-resident students who are the children of full-time certificated and classified school employees shall be permitted to enroll in the school to which the employee is assigned or a school in the K-12 continuum to which the employee is assigned. Non-resident students of employees follow the same enrollment process as all other non-resident students. Enrollment may be denied on the basis of any of the following:

- A. Enrollment under this section would displace a student who is a resident of this District;
- B. Any of the criteria under Section VII, above.

If a non-resident student who is the child of a full-time certificated or classified school employee is accepted into the school where the parent/guardian is assigned, or a school in the K-12 continuum, the student shall be allowed to remain at that school until the highest grade in that school, or shall be allowed to remain in the K-12 continuum that includes that school until the student reaches the highest grade in that continuum.

IX. FURTHER CONDITIONS ON ACCEPTANCE

- A. Non-resident students are accepted into the "District," not into a "School" or "Program." However, non-resident students may request attendance at a specific school or into a specific District program. Assignment will be made based on the then-current student assignment procedures, current and anticipated capacity, and on the needs of the student.
- B. Non-resident student enrollment may be terminated if:
  - 1. Resident student population increases to the point that there is insufficient space for non-resident students in the assigned school or program, in which case, the non-resident student(s) will be offered attendance at another school or program if space exists elsewhere;
  - 2. After an Interdistrict Transfer Application has been approved, it is discovered that information about the student's instructional



INTERDISTRICT  
STUDENT  
TRANSFERS

D13.01  
Revised  
July 2003  
Page 5 of 5

needs, or the student's academic or disciplinary records, were unknown or was materially misrepresented on the application;

3. The student is expelled from the school or District under the usual disciplinary procedures.

C. Non-resident students who wish to change schools or programs, including those students who are rising to the next school level (i.e., elementary to middle school) must reapply pursuant to this Procedure.

D. Non-resident students are accepted with no transfer fee or tuition, except for fees charged to all students enrolled in the District. District transportation will be provided for out-of-district students on a space-available basis within District boundaries, as determined by the Transportation Office.

X. ENROLLMENT OF CHILDREN WITHOUT LEGAL RESIDENCE

Children without a legal residence will be enrolled without requirement of proof of residency in accordance with RCW 28A.225.215.

XI. RIGHT TO APPEAL

Subject to the foregoing, the District shall consider fairly and equitably all applications received. The District shall provide applicants written notice of the approval or denial of the application in a timely manner. If the application is rejected, the notice shall include the reason(s) for the denial and the right to appeal under RCW 28A.225.230.

XII. RULES APPLICABLE TO RESIDENT STUDENTS RETURNING TO SEATTLE PUBLIC SCHOOLS

A. Any resident student who has attended school in another district shall be required, at the time of enrollment in the District, to provide the same information required of non-resident transfer applicants. The information will be used by the District to provide appropriate placement and educational programs and services.



INTERDISTRICT  
STUDENT  
TRANSFERS

D13.01  
Revised  
July 2003  
Page 6 of 6

- B. Any new resident student seeking enrollment in the Seattle School District who has attended school in another district may have his or her assignment to a regular school or program delayed until the information required under this procedure has been provided and verified by the District. Any assignment of such a student may be changed to a more appropriate location if the information provided is materially incorrect.

Reference: RCW 28A.225.215 et seq.

Cross-Reference: Board Policy D13.00—Interdistrict Student Transfers  
Board Policy D118.00—Children and Youth who are Homeless