

PROCEDURE FOR NONRESIDENT STUDENTS (TRANSFER)

The following procedures apply to out of district transfers for nonresident students into the Olympia School District.

NEW AND RENEWAL TRANSFERS FOR THE UPCOMING SCHOOL YEAR

Parent/legal guardians who are wanting to submit a nonresident transfer to an Olympia School District school other than their resident school may submit a request for a new or renewal transfer (via the district website) beginning the first Monday of February of the current school year.

Please note that if the district determines that the student has not met the guidelines outlined in Policy 3141 or you provided false statements, the district reserves the right to revoke the transfer at any time.

TRANSFER PROCESS

- The transfer portal, on the district website, will be open on the first Monday of February for new and renewal transfers.
- All new transfers are processed in the order they are received. If it is determined that space or program capacity is not available the request will be moved to a waitlist. You will be notified via email.
- Renewal transfers will be verified as they are received by the district office via email.
- Transfer students do not have a guaranteed enrollment from year to year, but the intent is for students to continue in the school where they were accepted. Parents/guardians must request enrollment at the next desired school according to the steps identified above.

- The district will notify applicants if they have been approved, denied or waitlisted via email.

CRITERIA FOR NONRESIDENT TRANSFER:

In addition to the standards set forth in Policy 3141, consideration of applications will include, but not be limited to the following criteria:

1. When the student has completed the junior year in the Olympia School District and desires to graduate from the Olympia School District, even though the student's family no longer resides within the District; or
2. When the student is experiencing adjustment problems in another school district and the appropriate officials from both the resident school district and the Olympia School District believe that the student's problems may be alleviated by a transfer to the district; or
3. When attendance in the resident district would impose an undue hardship of a financial, educational, safety or health nature upon the student or the parent/guardian; or
4. When attendance at the school in the nonresident district is more accessible to the parent's/guardian's place of work or to the location of child care; and
5. When the parent/guardian can provide safe and timely transportation to and from school.

IMPORTANT INFORMATION

Nonresident students not currently enrolled must submit their name for the waitlist. If offered a spot, the following process should be followed:

- Apply for a transfer as outlined above.
- If approved, obtain a release from the resident (home) district via the Washington State Choice Transfer Request Portal.
- Notification will be made as space and program capacity become available via email from the district office.
- A new waitlist will start at the beginning of each school year.
- Parents/guardians will be contacted by the offices of the Executive Director of Elementary Education or the Executive Director of Secondary Education if their transfer has been accepted, denied or waitlisted via email.
- Mid-year applications will be accepted based on space and program capacity availability.

Please note that the district reserves the right to deny or revoke any transfer of student under the following circumstances:

1. Space is unavailable as determined by the district, in the grade level or classes at the school to which the transfer is requested (a waiting list, by grade level, will be maintained if space is not immediately available);
2. Appropriate educational programs or services are unavailable or have inadequate capacity;
3. The student's transfer is likely to disrupt the educational process or create a risk to the safety of other students or staff at the school to which the transfer is requested; and,
4. Information provided by the applicant has been misrepresented.

DURATION OF THE NON-RESIDENT TRANSFER

The District shall approve a requested transfer of a nonresident student to attend a school in the District for a period not to exceed one (1) year. The intent is for the student to continue at the school, but a request for renewal needs to take place yearly.

WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

Secondary students who request transfers are subject to the Washington Interscholastic Activities Association eligibility rules.

GRIFFIN AND MCCLEARY STUDENTS

Griffin or McCleary students do not need to apply to attend Capital High School. They do need to go through the application process for Olympia High School, but will be enrolled prior to other out-of-district students, but not before a Capital High School student wishing to attend Olympia High School. Once they enroll in an Olympia School District high school, that becomes their home high school for four years and they do not need to apply each year.

If a Griffin or McCleary student wishes to enroll at ORLA or at Avanti, they will go through the established application process for these schools. Shelton students attending Griffin need to apply to attend an Olympia School District school as a nonresident student.

NOTIFICATION AND APPEAL

Parents/guardians shall be informed annually of the district's attendance area transfer option. If the request for transfer is denied, the parent/guardian may appeal within 5 days to the Superintendent or designee for review of the Executive Director's decision.

STUDENT WHO TRANSFERS TO THE OLYMPIA SCHOOL DISTRICT

Any student who transfers to the Olympia School District is expected to be in compliance with other District policies, including those relating to student attendance, academic and disciplinary standards.

March 8, 2004, June 2019

RCWs 28.225.225, 28A.225.215, 28A.225.217, and 28A.225.230

WAC 392-137-205

Policies 3110, 3115, 3130, 3131 and 3210