

PROCEDURE FOR NONRESIDENT STUDENTS (TRANSFER)

Any nonresident student desiring to attend or continue to attend school in the Olympia School District shall apply for a nonresident transfer. The Executive Director of Elementary Education and the Executive Director of Secondary Education will accept names for the waitlist.

- Students already enrolled at the school will submit their request to be put on the waitlist on the first day of the second semester for the following year. The intent is to continue enrollment of students who have been accepted for the previous year dependent upon space.
- Students who are not currently enrolled in the school will submit their request to be on the waitlist on the Monday following spring break.

Once the district identifies space available by school, grade, program and services, applications will be accepted in order of the waitlist. Nonresident transfers will be managed at the district office.

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.

ENROLLMENT PROCESS

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

1. Obtain a release from the resident (home) district. Apply to attend for the next fall and submit transfer form to the Executive Director of Elementary Education or the Executive Director of Secondary Education for the following school year.
2. Notification will be made as space is available.
3. Students not accepted by June 30 will be notified that they have not been accepted and may elect to remain on the waitlist.

4. In late August/early September, the District will determine how many additional students, if any, can be accepted into each school. Parents/guardians will be contacted regarding openings.
5. The waitlist starts over each school year.
6. Parents/guardians are to contact the Executive Director of Elementary Education or the Executive Director of Secondary Education to accept or decline the enrollment spot.
7. Mid-year applications will be accepted based on space availability.

WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

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

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.

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.

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