

STUDENT SERVICES

SCHOOL ATTENDANCE AREA CHANGES AND TRANSFERS

1. Students who wish to transfer from one school to another within our district will be allowed to do so based upon the following district criteria:
 - a. Whether the parent of a child is a full-time certificated or classified employee of the district.
 - b. Whether space is available in the grade level, program or building in which the student desires to be enrolled as determined by:
 - 1) Building capacity as determined by district.
 - 2) District class size goals as used for staffing purposes.
 - 3) Specific school features as reported by the principal.
 - c. Whether student is continuing enrollment at site or in program.
 - d. Whether siblings are enrolled at the same site.
 - e. Date of form completion (within the Open Enrollment Period).
 - f. Whether the student's disciplinary records indicate a history of violent or disruptive behavior or gang membership at his/her current school; or
 - 1) If a student is currently suspended, expelled, or under a truancy petition, the CHOICE application will not be processed until such matters are resolved.

Parents/guardians must:

- a. Complete the "Parent Request for CHOICE enrollment.
 - b. Receive approval from the office of Assistant Superintendent of Operations.
 - c. Provide their own transportation to a designated location within the school's service area.
 - d. Ensure prompt and regular attendance.
2. Requests for CHOICE will be accepted between February 1 and June 1 (*Open Enrollment Period*) for the following school year and **must be signed** by the student (*high school level only*) and his/her parent/legal guardian.
 3. Applications received after the closing date (June 1) shall be denied but placed on a waiting list in the order in which they are received. The office of student services will review placement criteria for late applications by the end of the first week of the start of the school year.
 4. Applications received after the first day of the academic year will be reviewed on a monthly basis during the last week of each respective month.

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5. Applications for CHOICE for the current school year will be accepted through March 31 of each school year. No new applications for the current school year will be accepted after that date unless there is a recent change in the resident address.
6. School sites shall limit their in-person registration to those students whose official and verified residential address places them within that school's service area. All other student requests for transfers will be coordinated through the office of Assistant Superintendent of Operations.
7. Special Education and English Language Learners (ELL) and State Transitional Bilingual Program Students will be assigned to schools according to the placement procedures of special education and the migrant/bilingual programs.
8. Students participating in home-based instruction who wish to be part-time students in a school other than their resident school must apply for CHOICE.
9. CHOICE is limited to one request per academic year. If the family moves to a new residence during the year, a corrected application must be filed with the new address.
10. Once a CHOICE request has been approved, the student ***will be enrolled*** in the requested school for the ***full school year***, contingent upon the student's continuous attendance and appropriate school behavior, and ***will not be entitled*** to attend his/her resident school until the following school year.
11. Parents do not need to apply for CHOICE on an annual basis. Once a student's CHOICE application has been approved for a particular school, the student will have the right to attend that school for as long as is desired unless one of the following conditions occurs:
 - a. The student has discipline and/or attendance problems.
 - b. There is overcrowding at the grade level in which the student is enrolled.

If either of these conditions occurs, the CHOICE school will inform the parents by letter that the CHOICE application is being denied for the coming year and the reasons for the denial. Parents have the right to appeal the denial to the office of the Assistant Superintendent of Operations.

12. Parents/guardians will be notified of approval/disapproval of CHOICE requests no later than March 31 for high school level applications received prior to March 15 for registration purposes. All other applicants will receive notification no later than June 1. Notification for kindergarten placement will be concluded no later than the week prior to the opening of school.
13. The parent/legal guardian may rescind the CHOICE request within five days following receipt of the notice of approval by presenting a written and signed notice to that effect to the office of Assistant Superintendent of Operations. Unless such a notice of

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rescission is received within the five-day period, the approval will be deemed valid and will become effective for the following school year.

14. District students attending day care outside their resident school service area are subject to the same district criteria as other students requesting CHOICE.
15. Generally, the residence of a student is the residence of his or her parent(s) or legal guardian(s). The residence of parent(s)/guardian(s) are defined as the place where they eat, sleep and otherwise find their principal place of abode. In the case that the child is residing with someone other than their parent(s) or legal guardian(s), i.e., a friend; the residency requirement will be established if the child spends five or more nights per week at that residence during the regular school calendar. At this determination the parent(s)/guardian(s) must complete both a CHOICE application and Hold Harmless Agreement.
16. Students living with other than parent/legal guardian, are required to provide a “*Verification and Hold Harmless Agreement*” (HHA).
 - a. Student/parent may obtain a “*Verification and Hold Harmless Agreement Form*” from the school attendance office.
 - b. Guardian(s) and parent(s) must sign the form before a NOTARY and then return the form to the school office the student will be attending.
 - c. Additional verification may be requested by the principal, e.g., letter describing the living arrangements from the family with whom student resides.
17. Falsification of an address, residence or conditions of living arrangements to obtain a school assignment may be cause for the withdrawal of the student at the end of the current grading period. Written notice of intent to withdraw the student will be forwarded to the parent/guardian. Such a falsification will also cause forfeiture of any future transfer rights through the highest grade level of that school.
18. Students who attend school while living in the district, and move out during the school year will be allowed to complete the current year based on District criteria and completion of CHOICE paperwork.
19. When more requests are received for a specific school or program than can be accommodated, the following prioritized criteria will be used to determine approval of requests:
 - a. Continuing enrollment at site or in program.
 - b. Siblings enrolled at same site
 - c. Date of request.
 - d. Attendance and disciplinary behaviors.
20. The district shall not require proof of residency or any other information regarding an address for any student who is eligible for the services of the school district if the

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student does not have a legal residence. The district shall enroll a student without a legal residence at the request of the student or parent or guardian.

21. A student may be granted CHOICE to a school outside the resident school service area if proper documentary evidence is presented to the office of the Assistant Superintendent of Operations indicating that a proposed change of residence to another attendance area will or has occurred. Proper documentary evidence shall consist of the following:
 - a. An earnest money agreement clearly showing date of possession and a statement from a Realtor or mortgage company showing that all necessary activities such as financing or title clearance have been accomplished, or that the nature of the proposed transaction is such that the possession date can probably be met.
 - b. A copy of a rental or lease agreement specifying the date of occupancy within 30 days.
22. Students enrolled in a district program for children without a legal residence may continue in that school until the end of the academic year. In the case of students placed in temporary homes on the advice or direction of a public agency: e.g., Juvenile Court, Department of Social and Health Services, or a private agency; written evidence provided by an agency official shall be considered sufficient to demonstrate necessity of a residential change and/or school assignment.
23. If a CHOICE request is denied, the parent/guardian may appeal to the office of the Assistant Superintendent of Operations for review of the decision. Such an appeal will be in writing and be received within five (5) school business days from the day on which the denial was received by the parent/guardian. A final decision shall be communicated to the parent/guardian in writing.
24. CHOICE may be denied or withdrawn if the student has difficulties with attendance, tardiness, discipline or if continued enrollment poses a risk to the health or safety of other students or staff, or if the student has disciplinary problems.

Athletic Eligibility

The following governs athletic eligibility of students requesting CHOICE between schools within the Wenatchee School District:

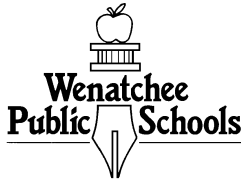
1. A student establishes his/her athletic eligibility at a school when they turn out for an interscholastic sport at:
 - a. their service area school, or
 - b. the school for which they have requested CHOICE.

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2. If at the time of the transfer a student was ineligible for reasons other than transferring, they are ineligible at the receiving school until conditions of eligibility have been satisfied.
3. If a student's parents/guardians move their primary residence to another school service area, the student is eligible to participate at varsity level interscholastic athletics in their new service area school if all other eligibility requirements are met.

Cross Reference: Board Policy 3141 - Nonresident Students

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(509) 663-8161

CHOICE APPLICATION FOR IN-DISTRICT & NONRESIDENT STUDENTS

For the _____ - _____ School Year

Take or mail this completed form to: Wenatchee School District Office, 235 Sunset St. Wenatchee, WA 98801 [7:30am & 4:30pm.]

Is student currently enrolled as a "Choice" student? [] Yes [] No

Student Name Date of Birth School requesting to attend Grade entering

Student Name Date of Birth School requesting to attend Grade entering

Street Address (& mailing if different): _____

City: _____ State: WA Zip: _____ Phone (home) _____

Parent/Guardian Name(s): _____ Phone (work) _____

School student should attend: _____ School student is attending: _____

Please identify the reason for this request:

- Location of Child Care, Financial, Special Hardship Condition, Location of Parent's Workplace, Health, Other, Educational, Safety, Remain at same school

Explanation: _____

Today's Date

Parent Signature

Student Signature (High School Only)

IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE TRANSPORTATION TO AND FROM SCHOOL

- Student receives/or has received Special Education Services (I.E.P.), Student needs bilingual services, Student receives/ or has received Section 504 accommodations, Student has been suspended/expelled from previous school

"CHOICE" may be denied or withdrawn if the student has problems with attendance, tardiness, discipline or if continued enrollment poses a risk to the health or safety of other students or staff.

District Use Only

[] Approved

Agreement to Accept/Deny Choice Student

- [] Denied due to lack of space available, [] Denied for other reason(s) stated below

Date

Accepting Superintendent or Designee

Resident District Agreement To Waive Attendance:

Having examined the circumstances and facts stated above and agreeing that the student will be best accommodated by the nonresident district, this district hereby agrees to waive attendance for the _____ school year.

- [] Denied for reason(s) stated below, [] Approved

Date

Releasing Superintendent or Designee

