

## **Tumwater School District Procedures**

### **INTERZONE TRANSFERS**

Parental requests for transfers of students from their regularly assigned school attendance area shall be subject to the following procedures and criteria:

1. The request will be initiated using the Family Access system, or in writing on the district Interzone Transfer (IZ) form. The district will post the IZ form to the district website in the winter for the following school year. The district will also post Family Access instructions on the website to assist families.
2. Completed IZ Transfer forms should be mailed or delivered to the Superintendent's Office or the resident school within the timelines posted on the district website. All completed forms will be date-stamped upon arrival at the Superintendent's Office. The address is: 621 Linwood Avenue SW Tumwater, WA 98512. Because the district routinely receives more requests than we are able to accommodate, all parents are encouraged to submit transfer forms as soon as possible directly to the district office, consistent with the dates posted on the district website and at the District Office. Please note: School offices are not open continuously through the summer. Therefore, all transfer requests submitted after the last day of school must be submitted directly to the district office.
3. Principals will conduct a review of transfer requests in consultation with the Assistant Superintendent and applicable program administrators in the order in which they were received at the Superintendent's Office utilizing the criteria outlined in this procedure.
4. The district will notify families of the decision, in writing, in a timely manner after receipt of the completed application in the Superintendent's Office. Any completed IZ applications (new or renewal) received after the last day of school will be considered by the last business day in August. Any renewal applications will be considered along with new transfer applications for the next school year.

### **CRITERIA AND CONSIDERATIONS**

An application for an interzone transfer will be approved only if:

- a. Capacity: Space is available, as determined by the district and the principal, in the building, grade level, program or classes at the school to which the transfer is requested (a waiting list, by grade level, may be maintained at each school if space is not immediately available - unless the district has specifically restricted transfers to the desired school, grade level or classes).
- b. Available Programs/Services: Appropriate educational programs/services are available to support any special needs and adequate capacity is available in the program/service needed for the requesting student.
- c. Disruptive/Unsafe Conduct: The student's transfer is not 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. (Discipline records and consultation with school staff and administration from the most recent school placements for the requesting student are part of the consideration process for this criterion.)

- d. Attendance: The student has no history of school attendance issues/concerns that would adversely affect his/her ability to fully benefit from the transfer being requested.
- e. Transportation: Parents and/or guardians of Interzone Transfer students are responsible for all transportation. School buses will not alter routes to transport children to a school outside their assigned attendance zones.
- f. Duration: Acceptance of an Interzone Transfer student under this policy will be for one school year (defined as the school year calendar published by the district) and subject to revocation at any time during the school year, if the student no longer qualifies under any criteria for acceptance included in this procedure.
- g. Extracurricular Activities: The eligibility for an Interzone Transfer student is subject to the rules of the Washington Interscholastic Activities Association (WIAA). An Interzone Transfer student may be ineligible to participate in varsity sports for a period of one calendar year beginning with the date of enrollment at the requested school.
- h. Administrative Transfers: The Executive Director of Student Learning may administratively transfer a student at any time during the school year where special circumstances indicate this is necessary. These transfer decisions will be made after consultation with parents, school staff, and necessary district staff, and may include special conditions for the student and parents/guardians involved.

If available space in a school, grade level, classes or programs/services is insufficient to accept all transfer requests, requests for these limited placements will be prioritized, by date stamp, in the following order:

1. Students who are children of a full-time certificated or classified employee, and are requesting enrollment in the employee's assigned school or a feeder pattern school (RCW 28A.225.225).
2. Students who would be continuing enrollment at a site or in a program.
3. Students whose siblings are enrolled at the same site.
4. All other transfer requests.

Requests received from students/parents in categories 1, 2 and 3 above after placement decisions have already been made do not result in revocation of any approved transfer in category 4.

## **REVOCAION AND APPEAL PROCESS**

Interzone Transfer students may have their transfer approval revoked, at any time, based upon the following considerations:

- A. Behavior/Discipline Issues: The significance, severity, and frequency of misconduct will be considered, including behavior impacting academic progress.
- B. Attendance Issues: Attendance records (inclusive of tardies and absences of any type) and any adverse educational impact of poor attendance will be considered.
- C. Health/Safety Issues: Behaviors which pose a risk to the health and/or safety of the student, other students and/or staff will be considered.

While the school principal/designee may choose to create and offer a probationary contract to any student/parent facing possible revocation of their transfer, this is not required unless imposed as part of any appeal process.

If a principal determines that a transfer will be revoked, a written notice will be provided to the parent/guardian stating the reason(s) for the revocation decision as well as their appeal rights and instructions.

### **APPEAL PROCESS**

If a transfer is revoked, the parent/guardian may appeal the revocation to the Executive Director of Student Learning. Such an appeal must be in writing and state the reasons for requesting that the revocation decision be overturned. The appeal request must be received at the District Office (621 Linwood Avenue SW, Tumwater, WA 98512) within five (5) business days from the day on which the revocation notification was received by the parent/guardian. The student will be allowed to remain in school until a final determination is made unless removed from school pursuant to a disciplinary action.

The Executive Director of Student Learning will review the written appeal request and consult with the parent/guardian and the principal/designee prior to making a determination. Consultation with the student and other parties involved in the matter may also occur but are not required. A final decision will be communicated to the parent/guardian in writing within ten (10) business days after receipt of the written appeal request by the district.

The Executive Director of Student Learning may determine that modification of the timeline noted in the appeal process is necessary due to special circumstances. In this event, the parent/guardian shall be notified in writing of the modified timeline as soon as is reasonably possible.

The Executive Director's decision shall be final.

### **STUDENTS WHO MOVE DURING THE SCHOOL YEAR**

A student who moves to a new attendance area within the district during the school year and wishes to continue attending school in his/her former attendance area must complete an IZ transfer request at the time of the move. If the transfer is approved, the parent/guardian must:

- a. Provide transportation to a designated location within the school's service area.
- b. Ensure prompt and regular attendance in accordance with compulsory attendance laws and district policies.

### **STUDENTS REQUESTING ENROLLMENT IN SPECIAL PROGRAMS**

Students receiving special education, or enrolled in the alternative high school, the challenge academy/gifted education or bilingual services, will initially be assigned to schools and programs according to the placement procedures of those respective programs. Students in special programs who wish to request an IZ may follow the process applicable to all students.

### **STUDENT RESIDENCE ISSUES**

School officials may request proof of residency in the event that residency questions arise. Acceptable documents to show proof of residency could include a current lease/rental or real estate agreement that is signed and dated showing parent/guardian's name as the tenant/owner of the address; a recent utility bill showing the address and name of parent/guardian and/or third party documents including physical address, residency and name that can be verified by school officials. Additional verification may be requested by the principal, e.g., letter describing the living arrangements from the family with whom the student resides. Falsification of student or parent/guardian information, including an address, residence or conditions of living arrangements, to obtain a school assignment may be cause for the withdrawal of the student and reassignment to their resident school. Written notification of intent to withdraw the student will be forwarded to the last known address provided by the parent/guardian.

### **HOMELESS STUDENTS**

Students qualifying as homeless under the federal definition outlined in Policy 3115 "Homeless Students: Enrollment Rights and Services" will be enrolled in school pursuant to the guidelines outlined in said policy as well as any applicable state or federal guidelines not referenced in the policy.

**IMPLEMENTED: January 28, 2016    January 3, 2018**