

Nonresident Students

Procedure

- A. Nonresident students requesting enrollment in Nine Mile Falls School District must complete a Choice Transfer Request.
- B. Choice Transfer Requests are accessed through the OSPI Choice Portal on the district's website at www.9mile.org
- C. Upon completion and receipt of the Choice Transfer Request, the district will document the date of the receipt once the student is released from the resident district. The date of receipt shall be used for establishing rank order eligibility for admission. The window for reviewing and accepting or denying Choice Transfer Request will begin on August 1st prior to the requested school year. All Choice Transfer requests will be reviewed by building administration, followed by the special education director if student is a special education student, and finally the superintendent.
- D. All nonresident enrollment and choice transfer requests shall be reviewed using the criteria described herein.
- E. First preference shall be given to non-resident students enrolled in the previous school year. Non-resident students must reapply yearly. The receipt date of the original application will be considered the date for establishing rank order for subsequent year admissions.

Annual Renewal Procedure

- A. In May, the district office shall send a list of current nonresident students to the building secretaries for review and updating.
- B. A form letter explaining the annual Choice Transfer Request process will be mailed by the district office to the parents/guardians of the students on the list.
- C. Completed Choice Transfer Requests and inter-district student transfer request are collected through the summer and kept on file in the district office. Please note the transfer request is not considered for admission or denial until the Choice Transfer window opens August 1, for the next school year.
- D. In August, completed choice transfer requests shall be sent to the respective school principals for review and consideration.
- E. Notification of admission or denial will be provided to the parents and their home school districts once the principals and superintendent make a final determination within 45 days of August 1, or the date the application was received, whichever is later in September.

Acceptance/Denial

- A. Nonresident requests will be accepted for grade levels where ample space, staff, and programs exist. The parent/guardian and students will be notified in writing of acceptance or denial within five (5) working days of decision.

Nonresident requests will be denied for all classrooms at capacity enrollment, due to the financial hardship that would otherwise occur by having to pay overload workload fees or hire additional staff once capacity is reached. "Capacity enrollment" is defined as contractual class size guidelines. The District incurs substantial workload costs or additional staffing levels if capacity is reached

- B. At the close of each school year, nonresident attendance expires. All nonresident students will need to reapply through the choice portal for the ensuing year. The parent/guardian and students will be notified that acceptance will be contingent upon space, staff, and program availability. Possible acceptance will not officially occur until the fourth (4) school day of September. Parent/ guardian and students will be advised to register the student in their resident district to ensure a program is available.
- C. Resident students will always be given priority as to school of attendance.
- D. If space, staff, and programs are available, a reasonable effort will be made to accommodate siblings. Each sibling will be considered on an individual basis and must complete a Choice Transfer Request.
- E. Priority for attendance at a specific school or participation in programs/activities will be based upon:
1. First consideration always will be given to resident student.
 2. Date of receipt by District Office of non-resident release.
- F. Acceptance is for one year only and nonresident status will automatically terminate at the end of the school year.
- G. Specific standards for acceptance must be followed.

Specific Standards for Acceptance

- A. Choice Transfer Applications must be submitted within the applicable timelines for the next school year and/or next semester. (See window of opportunity to request nonresident attendance above –August 1)
- B. Parents must assume all transportation obligations.
- C. Parents must abide by WIAA transfer rules for interscholastic activities.
- D. The grade level, classes, or programs have the space and necessary staff to accommodate additional students.
- E. Appropriate educational programs or services exist and have available staffing to improve the student's education.
- F. Accepting the student will not pose a financial hardship to the District.

- G. The student does not have a history of crimes of violence, violent or disruptive behavior, gang membership, drug use, possession or distribution of drugs, or weapons possession.
- H. The student has not been expelled or suspended for more than 10 days.
- I. For homeless students refer to McKinney-Vento Act.
- J. Class size capacity enrollment is defined as contractual class size guidelines.
- K. Students who attended in prior years will be allowed in up to contractual guidelines
- L. Acceptance of new non-resident students is contingent upon receipt of all registration materials, immunizations records and school cumulative records within a reasonable time.
- M. A student's acceptance may be revoked at any time for any of the reasons set forth above as a basis to deny the transfer, or if false or incomplete information is provided on the application form, impacting the student's original eligibility for transfer.

Notification

- A. A student who resides in a District that does not operate a secondary program shall be permitted to enroll in secondary schools in this District in accordance with state law and regulation relating to the financial responsibility of the resident District.
- B. The Superintendent or principal shall provide all applicants with written notification of the approval or denial of the application. If the student is to be admitted, the District shall notify the resident District and make necessary arrangements for the transfer of student records.
- C. Acceptance by the Superintendent, Principal and Special Education Director means child can start school, but final enrollment is conditioned on district receipt of all registration materials, immunization records, transcripts etc.
- D. If the application is denied, the Superintendent or designee will notify the parent or guardian of the right to petition to Board, upon five (5) school business days prior notice, for review of the decision and to have a hearing before the Board at its next regular meeting. Following the hearing by the Board, a final decision shall be promptly communicated to the parent in writing.
- E. The final decision of the District to deny the admission of a nonresident student may be appealed to the Superintendent of Public Instruction or his or her designee.

Date: December 18, 2002

Revised: May 3, 2004

March 20, 2013

January 24, 2023