

NONRESIDENT STUDENTS

These procedures set forth the process and criteria for:

- The release of resident students to other school districts.
- The application and acceptance of nonresident students into the Mount Vernon School District.

Application

Resident students applying for release to other districts will submit the request using the [Washington State Choice Transfer Request Portal](#).

Non-resident students applying for enrollment to the Mount Vernon School District shall submit request of release from their resident district using the [Washington State Choice Transfer Request Portal](#). Additionally, non-resident students, requesting enrollment to a Mount Vernon School will be required to complete a Mount Vernon School District Non-Resident Application for their first-time request.

Non-resident students renewing their request will submit the request using the [Washington State Choice Transfer Request Portal](#) annually.

Timeline

Priority Window: Requests for non-resident (out of district) transfers can be submitted beginning February 1 for the following school year.

Each school year, the priority window for non-resident transfer students requesting enrollment in the Mount Vernon School District (renewal and new requests) is Feb. 1 through March 31. Applications submitted during this priority time period will be notified of a decision by the end of April. (This includes renewals).

Transfer requests submitted outside the priority window and those requesting kindergarten, sixth and ninth grade may not know acceptance status until mid-August or up to the first day of school. Our attendance forecasts are based on the expectation that students will enroll and attend their attendance area schools as entering kindergarten, sixth and ninth graders. This practice helps to keep the schools reasonably balanced and allows us to be able to staff the schools equitably and offer similar learning experiences.

- Secondary students who request non-resident (out of district) transfers are subject to the Washington Interscholastic Activities Association's eligibility rules.

- A student who resides in a district that does not operate a secondary program will 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.

All applications meeting the above-defined deadlines will be considered before all other applications.

Standards for accepting or rejecting an application

The superintendent or designee will accept or reject an application for nonresident admission based upon the following standards:

- A. Whether acceptance of a nonresident student would result in the district experiencing significant financial hardship (“financial hardship” does not include routine programmatic costs associated with serving additional disabled or non-disabled students);
- B. Whether in the grade level or class at the building where the student desires to be enrolled has the capacity for additional students;
- C. Whether appropriate educational programs or services are available to improve the student’s condition as stated in requesting release from his or her district of residence;
- D. Whether the student’s disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes);
- E. Whether the student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district’s policy for readmission and reengagement of suspended or expelled students;
- F. Whether enrollment of a nonresident student would conflict with a district innovation academy cooperative under RCW 28A.340.080; and
- G. Whether the student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

Continuing enrollment may be contingent on subsequent parent conferences with the principal of the receiving school and compliance with any reasonable conditions

regarding priority for participation in district programs of limited availability and district-initiated school transfers, continued academic effort, regular attendance, safe transportation, and confirming to school disciplinary standards set forth in writing to the parent and/or student or in district regulations.

Admission or denial: Notice of decision and appeal of decision

The superintendent, or designee, in a timely manner will provide all applicants with written notification of the approval or denial of a nonresident student's enrollment application.

If the application is denied, the superintendent or designee will notify the parent or guardian in writing within 45 days from receipt of the parent's application. The notification will include the reason(s) for denial and inform the parent or guardian of their right to appeal the district's denial decision to the Superintendent of Public Instruction or his or her designee as detailed in RCW 28A.225.230.

The parent or guardian may appeal the denial to the district's superintendent or designee. Within five business days of receipt of the parent's appeal submission, the superintendent or designee will provide the parent with a written notification of the final appeal decision to either grant or deny the student's admittance into the district.

If the student is to be admitted, the superintendent or the superintendent's designee will notify the resident district and make necessary arrangements for the transfer of student records. Acceptance will communicate the conditions required for continuing attendance as a non-resident student for the duration of the school year in which the student is accepted.

A student's continuing attendance at a Mount Vernon School District School may be discontinued/rescinded/revoked during the school year in which the student was accepted if the conditions and restrictions under which the student was accepted change. Those conditions and/or restrictions include:

In the judgment of the building administrator:

1. Parents do not assume responsibility for adequate and timely transportation and supervision of the student to and from school.
2. The programs or services that would improve the student's condition as stated in the requested release from the resident district are no longer available; or are no longer proving to be of benefit to the student. Evidence of the latter may include irregular attendance, unsatisfactory academic performance or lack of effort.
3. The student's attendance does present a risk to the health and safety of other students and staff.
4. The continuing attendance of the student would now result in a programmatic or financial hardship for the district.

5. The student's disciplinary record shows a pattern of behavior that is disruptive to the educational environment of the school. Students and parents/guardians have certain due process and other rights to have student discipline and other corrective action reviewed. Constitutionally and legally sound procedures of due process are outlined below and specified in [Chapter 392-400 WAC](#) will be followed in the administration of discipline and in transfer review.
6. A student fails to establish or maintain the residence stated on any application to register or to seek a transfer to/within the district, or, if the application to register or to seek a transfer to/within the district contains any material misstatement of facts.

Exception: A student's enrollment may be approved for a Mount Vernon school other than that serving their residence at any time before or during a school year under the following conditions:

- Students wishing to remain until graduation in the high school where they have completed at least the first semester of the 11 grade.
- Assignment by District Determination.

The Mount Vernon School District reserves the right to and may assign students to attend particular schools or programs for certain specific reasons. These reasons include, but are not limited to, (1) to impose discipline; (2) to establish a plan for re-entry as a result of a suspension or expulsion; (3) to meet academic needs; (4) to provide appropriate programming for students receiving services; (5) to protect the health or safety of either the assigned student or other students or staff; (6) to avoid or lessen program disruption; and/or (7) to otherwise meet district or student needs. It is recognized that these exceptional assignments for certain students are only to be made for good reason. Any student or parent/guardian who disagrees with a district assignment to other than the student's resident attendance area school may appeal the assignment to the superintendent or his/her designee.

Children of full-time employees

1. Pursuant to [RCW 28A.225.225](#), a nonresident student who is the child of a full-time certificated or classified employee will be permitted to enroll:
 - a. At the school where the employee is assigned;
 - b. At a school forming the district's kindergarten through twelfth grade continuum, which includes the school where the employee is assigned;
 - c. the student remains enrolled until he or she completes schooling; or
 - d. At a school in the district that provides early intervention services pursuant to [RCW 28A.155.065](#) and/or preschool services pursuant to [RCW 28A.155.070](#), if the student is eligible for such services.

2. The district may reject the application of a student who is the child of a full-time employee if:
 - a. Disciplinary records or other evidence supports a conclusion that the student has a history of convictions, violent or disruptive behavior, or gang membership;
 - b. The student has been expelled or suspended from a public school for more than ten consecutive days (however, the district's policies for allowing readmission of expelled or suspended students and the required reengagement procedures under this rule must apply uniformly to both resident and nonresident applicants seeking admission, pursuant to RCW 28A.225.225(2)(b)); or
 - c. The student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.
3. Children of full-time employees are subject to the conditions required for continuing attendance as a non-resident student as outlined in this procedure.