

## **Release of Resident Students**

A student who resides within the boundaries of the district will be released to 1) attend another school district, or 2) enroll for ancillary services, if any, in another district as specified in the parental declaration of intent to provide home-based instruction, provided the other district agrees to accept the student if:

- A. A financial, educational, safety or health condition affecting the student would be reasonably improved as a result of the transfer;
- B. Attendance at the school in the nonresident district is more accessible to the parent's place of work or to the location of child care;
- C. There is some other special hardship or detrimental condition affecting the student or the student's immediate family, which would be alleviated as a result of the transfer. Special hardship or detrimental conditions include, a student who becomes a resident of the district in mid-year. Such a student may apply for a release to complete the current school year only in his or her former district of residence, if transferring mid-year would create a special hardship or detrimental condition;
- D. The purpose of the transfer is for the student to enroll in an online course or online school program offered by an online provider approved under RCW 28A.250.020; or
- E. The student is a child of a full-time certificated or classified school employee.

In all cases in which a resident student is released, the student or the student's parent(s) will be solely responsible for transportation, except that a student may ride on an established district bus route if the superintendent determines that the district would incur no additional cost.

A parent or guardian will request the release of his/her child by completing the appropriate district form including the basis for the request and the signature of the superintendent, or his or her designee, of the school district which the student will attend.

The superintendent will grant or deny the request for release according to the above-stated criteria, and promptly notify the parent in writing of his/her decision.

If the request is granted, the superintendent will notify the nonresident district and make necessary arrangements for the transfer of student records.

If the request is denied, the superintendent will notify the parent of the right to petition the board, upon five 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 will be promptly communicated to the parent in writing.

If the request for release is denied by the board, the written decision will inform the parent or guardian of the right to appeal such decision to the superintendent of public instruction.

Each school district board of directors annually will inform parents of the district's interdistrict enrollment options and parental involvement opportunities. Information on interdistrict acceptance

policies will be provided to nonresidents on request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form.

### **Reporting Transfers out of the District**

When students move out of the district without notification of where they will be enrolling once they have moved, it can be challenging to know how to report the transfer appropriately and ensure the student's educational records are forwarded. To address these challenges, the district will follow the Comprehensive Education Data and Research System (CEDARS) Reporting Guidance for reporting students as confirmed or unconfirmed transfers both inside and outside of Washington.

To confirm the transfer of a student who has emigrated to another country, the district will obtain written confirmation, but need not obtain an "official" writing. This means that if a parent informs a school administrator that the family is leaving the country and a school administrator documents the conversation in writing and includes it in the student's file, the district may report the out of country transfer as confirmed. However, the district will not report a transfer as confirmed if information that a student has moved is reported from a student's friend rather than a parent.

---

Legal References:	RCW 28A.225.220	Adults, children from other districts, agreements for attending school-- Tuition
	RCW 28A.225.230	Appeal from certain decisions to deny student's request to attend nonresident district—Procedure
	RCW 28A.225.225	Enrolling children of Certificated and Classified School Employees
	RCW 28A.225.290	Enrollment options information booklet
	RCW 28A.225.300	Enrollment options information to parents

### **Management Resources:**

[2020 - April Issue, Policy and Legal News](#)

[CEDARS Guidance, available on OSPI website:](#)

[www.k12.wa.us/data-reporting/reporting/cedars](http://www.k12.wa.us/data-reporting/reporting/cedars)

Revision Date: 4/23/12, 1/23/17  
Adoption Date: October 8, 2003  
Woodland School District #404