

# Rochester School District No. 401

10140 Hwy 12 SW, Rochester, WA 98579  
Phone: (360) 273-5536 ❖ Fax: (360) 273-5547

## NON-RESIDENT CHOICE ENROLLMENT REQUEST FORM

The resident school district must first release your child before another school district can consider this request. Separate forms must be completed for each student. In addition to the foregoing, non-resident school choice, requests must comply with the Districts' policies including, but not limited to policy 3141. Also, note that requests are approved for no more than one school year. **It is the parent/guardian/student responsibility to complete a new form each school year.**

### TO BE COMPLETED BY PARENT/GUARDIAN/ADULT STUDENT (It is the parent/guardian/student responsibility to complete a new form each year)

Student: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Present Grade: \_\_\_\_ Next YR Grade: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

REQUESTED School District: \_\_\_\_\_ REQUESTED School Name: \_\_\_\_\_

Resident School District: \_\_\_\_\_  New Request  New Request for Continued Enrollment  Renewal Request

For School Year: \_\_\_\_\_

- Yes  No Is this student currently receiving Special Education Services or 504 accommodations?
- Yes  No Is this student currently receiving Highly Capable Services?
- Yes  No Is there another child in the family requesting transfer?
- Yes  No Is your student currently under expulsion or suspension from another school district?
- Yes  No Has this student ever been suspended or expelled from another school and/or district?

If yes, please explain: \_\_\_\_\_

### Reason for requesting transfer: (please check one)

- Student has completed his/her junior year in high school and wishes to continue in the school even though the student's family no longer resides within the district.
- Student's parent is an employee of the Rochester School District.
- Student's educational condition or health condition would likely be improved.
- Attendance in the non-resident district is more accessible to parent's work.
- Attendance in the non-resident district is more accessible to childcare.
- Attendance in the non-resident district is more accessible to parent/guardian's residence.
- To enroll in a school with academic options not offered in resident district.
- To enroll in an alternative school/program.

**Rochester School District** is not considering applications for non-resident choice students due to insufficient space in a grade level, program, services or classes you are requesting. Please reference the district's website [www.rochester.wednet.edu](http://www.rochester.wednet.edu) for a listing of open grade levels/programs/courses/services.

\_\_\_\_\_  
Resident School District Date

**CONDITIONAL APPROVAL OF REQUEST:** School choice request meets admission guidelines. Conditional approval is granted for the requested school year. If at any time during the period of the school choice request the student no longer meets the admission requirements, this school choice agreement may be terminated.

\_\_\_\_\_  
Resident School District Date

\_\_\_\_\_  
Resident Special Education Director Date

\_\_\_\_\_  
Non-Resident School District Date

\_\_\_\_\_  
Non-Resident Special Education Director Date

**DENIAL OF REQUEST:** Requested transfer DOES NOT meet district criteria for this reason: \_\_\_\_\_

\_\_\_\_\_  
Resident School District Date

\_\_\_\_\_  
Resident Special Education Director Date

\_\_\_\_\_  
Resident School District Date

\_\_\_\_\_  
Resident Special Education Director Date

**Rochester School District**  
**Information Pertaining to Board Policy No. 3141 – NON-RESIDENT STUDENTS**  
**Chapter 28A.225 RCW**

Applications will not be considered when insufficient space is available in the grade levels/programs/courses/services for which the non-resident student desires enrollment. Please reference the district's website for a listing of open grade levels/programs/courses/services.

**ADMISSION**

A parent or guardian shall apply for non-residence admission on behalf of his/her child by completing the appropriate district application.

The superintendent will accept or reject an application for non-resident admission based upon the following standards:

- A. Whether acceptance of a nonresident student would result in the district experiencing a financial hardship;
- B. 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;
- D. Whether the student's disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership (a gang means of 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; and
- F. Whether enrollment of a nonresident student would conflict with a district innovation academy cooperative under RCW 28A.340.080.
- 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.

The district will accept applications from nonresident students who are the children of full-time certificated and classified school employees, and those children shall be permitted to enroll. 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; or
- 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.

The superintendent in a timely manner shall provide whose applications were considered with written notification of the approval or denial of the application (within 45 calendar days). If you choose to submit an appeal to OSPI and request a hearing, complete the Notice of Appeal Form (found at <http://www.k12.wa.us/ProfPractices/AdminResources/StudentTransfer/default.aspx>.) Send only the appeal application form and a copy of the denial letter/email to (a brief cover letter is optional): Administrative Resource Services - Transfer Appeal, Office of Superintendent of Public Instruction, PO Box 47200, Olympia, WA 98504-7200. Appeals may also be filed via email: [appeals@k12.wa.us](mailto:appeals@k12.wa.us)

**Conditional Acceptance**

Any acceptance of non-resident admission is conditional and may be terminated by the superintendent at any time based on the same criteria as permitted for an initial application rejection if the reason(s) justifying the student's admission no longer apply or no longer justify the non-resident student's attendance in the district. Instances or termination include, but are not limited to the following:

- A. Where, upon consultation with the student's multidisciplinary team, if any, the superintendent/designee determines that for any reason whatsoever, the district is no longer able to provide appropriate educational programs or services to the student.
- B. Where it is determined that the information upon which the acceptance was based was incorrect.
- C. Where the Student and/or Parent do not follow the rules of the contract signed by both parties.

**I certify that the above information is accurate and complete. This request may not be considered by the District and that approval of this request shall be dependent upon the acceptance and rejection standards stated in school district Policy 3141, and rescindment (revoking) of this transfer may occur in accordance to the conditions listed in the nonresident school district's policy. I understand that requests are approved for one school year only, and it is my responsibility to complete a new form each year. I understand that I will be responsible for providing transportation to and from school for my student at no cost to the accepting school district.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_