

STUDENTS

Release of Resident Students

A student who resides within the boundaries of the district shall 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; or
- 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 condition includes, a student who becomes a resident of the district in mid-year 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 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) shall 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 shall 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 shall 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 shall notify the nonresident district and make necessary arrangements for the transfer of student records.

If the request is denied, the superintendent shall notify the parent of the right to petition the 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.

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

Resident parents shall be informed of inter-district enrollment options annually. The district shall make available for public inspection the Superintendent of Public Instruction's annual information booklet on enrollment options in the state at each school building, the central office and local public libraries.

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 non-resident district - Procedure
	RCW 28A.225.290	Enrollment options information booklet
	RCW 28A.225.300	Enrollment options information to parents
	C 36 L03	Enrolling Children of Certificated and Classified School Employees
Management Resources:	Policy News, February 2001	Federal Budget Implicates Policy
	Policy News, June 2003	Enrolling Children of School Employees

Date: 2/28/83; 11/17/88; 6/21/90; 7/26/99; 10/28/02; 5/23/05.

PORT TOWNSEND SCHOOL DISTRICT NO. 50