

Attendance Area Transfers (including Open Enrollment)

Unless a student has been approved to attend a different school within the District, it is expected the student will attend their attendance area school.

Criteria for consideration of Attendance Area Transfers:

All transfers between schools may be approved or denied based on the following criteria:

- a. Enrollment numbers (or projected enrollment numbers) for the building and specific grade level at both the attendance area and requested schools.
- b. Staffing levels (or projected staffing levels) at both the attendance area and requested schools.
- c. Building or program capacity.
- d. If the student is in good standing. Good standing is defined as follows:
 - Attendance: Generally, no more than 10% (9) unexcused absences per semester and, no more than 10% (9) unexcused tardies per semester.
 - Discipline: Generally, no in-school suspensions, emergency expulsions, long-term suspensions or expulsions.
 - Academics: Generally, Cs or better (2.0 GPA or better).

Transportation for students approved for Attendance Area Transfers is the responsibility of the parent/guardian for elementary and middle school students. High school students may be provided with a bus pass to access public transportation.

The Washington Interscholastic Activities Association (WIAA) eligibility rules apply to all high school students who transfer between schools.

Limitations

1. Attendance Area Transfer approvals are discontinued at the time the student leaves the school for any reason or if the student withdraws or is withdrawn from the Bellevue School District.
2. Attendance Area Transfers may be discontinued based on the “Criteria for consideration of Attendance Area Transfers” above.
3. Before the transfer of such a student is terminated under provision 2 above, the parent/guardian will be notified that the student’s continued attendance at the school or program is in jeopardy. Should a decision be made to terminate the student’s transfer under this provision, the parent/guardian will be notified and may appeal that termination to the Superintendent’s designee within three days of the notification.
4. Students approved to attend a school through an Attendance Area Transfer may be required to return to their home attendance area school or transfer to another school if the enrollment in the school or grade level at the school in which they are enrolled increases to the point where there would be inadequate space for transfer students. Enrollment increases may be caused by an influx of new students within a school’s existing boundaries or by the addition of new resident students to the school as the result of a boundary change or movement or expansion of a District Program.

Any parent/guardian or student with a complaint about compliance with this procedure may follow the complaint process outlined in Procedure 4220P.

Transfer Requests for the current school year:

Students who wish to change schools or remain at a school during the current school year.

A. Time Schedule:

1. Transfer Requests for the current school year may be submitted at any time.
2. Transfers of elementary school students may occur at any time during the school year. Unless unusual circumstances warrant other considerations, transfers of middle and high school students will occur at the semester.
3. To the extent allowed under Policy 3120, transfers, except to complete the school year, continue until the student completes the education program at the elementary, middle or high school. At the completion of elementary or middle school, the student must return to the next educational level at their attendance area school unless a new request is approved.

B. Process:

1. The Transfer Request form is available [here](#) or at the Student Placement Office.
2. Completed forms should be submitted to the Student Placement Office. Information provided on forms must be completed accurately and include the parent/guardian signature. Incomplete forms will be returned.
3. Parents/guardians will be notified of the decision via the email address provided on the form.

C. Considerations:

1. Students who have been attending a school for a minimum of two years as resident students and move within the boundaries of the District to a new attendance area during the last two grades of that grade span (grades 4 or 5 for elementary, 8 for middle or 11 or 12 for high school), may continue to attend the same school even if the school is “closed” providing that the required applicable form (Transfer Request or Request to Remain) is submitted to the Student Placement Office. These students are considered ‘grandfathered’ at the school.
2. Students who move out of an attendance area but have begun 12th grade in the District will be allowed to stay through graduation even if they have not been grandfathered, providing that the required documents are submitted to the Student Placement Office.
3. All transfers between schools will be approved or denied based on the “Criteria for consideration of Attendance Area Transfers” above.

Request to Remain:

Secondary students who begin attending a secondary level school residing in that school's attendance area and move to a different attendance area within the boundaries of the District or secondary students who are residents of the District in a Choice Program or receiving Advanced Learning self-contained services who wish to opt out may remain at their initial enrollment school provided that the student is in and remains in good standing.

A. Time Schedule:

1. Requests to Remain will be accepted for the current school level.
2. The family must notify the District within five (5) school days of changing residence.

B. Process:

1. The Request to Remain form is available [here](#) or at the Student Placement Office.
2. Completed forms should be submitted to the Student Placement Office. Information provided on forms must be completed accurately and include the parent/guardian signature. Incomplete forms will be returned.
3. Parents/guardians will be notified of the decision via the email address provided on the form.

C. Considerations:

1. The student must be in good standing regarding attendance, discipline and academics at their current school.
2. The family move occurred after the start of the entry level grade (6th grade for middle school and 9th grade for high school).
3. Students attending an assigned school through a Choice Program (ISA or Dual Language) or Advanced Learning self-contained services if opting out, may remain at the assigned school to complete the current school level.

D. Limitations:

Once approved a Request to Remain transfer may be revoked for the following reasons:

1. The student is not in good standing regarding attendance, discipline and academics.
2. If it is found that the move to a different attendance area occurred prior to the start of the entry level grade (6th grade for middle school and 9th grade for high school).

Transfer Requests for the next school year:

Open Enrollment:

Transfer Requests for the next school year are primarily done through the Open Enrollment process. Open Enrollment is the time each year when resident students may request to attend a school other than their neighborhood school for the upcoming school year. Students must be physically living within the boundaries of the Bellevue School District at the time of application.

A. Process

1. Annually, a period of approximately one month will be established and communicated by the Student Placement Office via the District website. All eligible submissions received during the application period will be acted upon at the close of Open Enrollment.
2. The following criteria are used to determine if students will be admitted to a specific school or grade:
 - a. Enrollment numbers (or projected enrollment numbers) for the building and specific grade level at both the attendance area and requested schools.
 - b. Staffing levels (or projected staffing levels) at both the attendance area and requested schools.
 - c. Building or program capacity.
 - d. Good standing is not reviewed for Open Enrollment placement; however, a student must be in good standing for continued enrollment at the new school see “Attendance Area Transfers, Limitations, 3” above.
3. Applications are accepted through an online process on the District website. Families who do not have online access may use a kiosk at any school or at the District office or they may complete a paper information form available at all schools. This form will be forwarded by the school to Student Placement for entry into the online application. Students may only apply to one school and only one application will be accepted. Multiple applications for the same student will result in all applications being rejected.
4. All Open Enrollment applications received during the application period will be considered equally and all eligible applicants will be placed in a lottery by school and grade following the close of the application period. Twins, triplets, etc. will be entered into the lottery as one entry. If students are to be accepted, they will be accepted into the requested school and grade in the order they were drawn in the lottery. All lotteries will be conducted by Student Placement and are closed to the public. The transfer, if granted, will commence on the first day of the next school year.
5. If the student who is applying has a sibling at the requested school through an approved attendance area transfer, the applying sibling will have preference in admission (first-tier) providing that both siblings will attend the school together for a minimum of one year. The incoming sibling must apply during the Open Enrollment application period if they wish to invoke sibling preference.

6. If the student who is applying has a sibling placed at the requested school through a District centered program (Special Education, Choice Language Program or Advanced Learning) the applying sibling will have secondary preference in admission (second-tier) providing that both siblings will attend the school together for a minimum of one year. The incoming sibling must apply during the Open Enrollment application period if they wish to invoke sibling preference. *Please note there is no sibling preference for District Determined Transfers*
7. If a student is accepted to a school, the parent/guardian will have one week to accept the placement offer. If there is no reply or if the offer is declined, it will be rescinded, and placement will be offered to the next student on the waitlist.
8. All students accepted to a school through Open Enrollment will be required to establish residency and enroll at the new school within 2 weeks. Failure to do so in the timeframe communicated may result in the offer to the school being rescinded.
9. Students can always return to their neighborhood school but, once an Open Enrollment offer is declined or an accepted offer is cancelled it is rescinded and placement is offered to the next student on the waitlist; therefore, not available for later consideration.
10. Parents/guardians of students placed in a District centered program (i.e. Advanced Learning, Special Education) who wish to change schools must work with the appropriate department – Advanced Learning or Special Education. These requests are not Attendance Area Transfers requests.

B. Waitlists:

1. Students not accepted through Open Enrollment will be placed on a waitlist in the order drawn in the lottery. If a student is placed on a waitlist, the parent/guardian should plan on the student attending their neighborhood school. Student Placement will continue to look at enrollment numbers through the second week of the upcoming school year. If space becomes available, families will be contacted immediately as it is important to get students placed in school as soon as possible.
2. Initial Open Enrollment placements: If space is available, students will be offered placement at the requested school and grade in the order in which their number is drawn in the lottery.
3. Late August Open Enrollment placements: placements at this time may be to alleviate over-crowding at a school; in this case students from the overcapacity school will be offered placement to their requested school without regard to their waitlist number.
4. Open Enrollment waitlists will not be carried over from year to year.

C. Limitations

1. All students accepted through Open Enrollment must be in attendance at their new school on the day of the state-wide enrollment count – the 4th day of school. Open Enrollment students not at school on that day will have their Open Enrollment placement rescinded and the placement may be offered to the next student on the waitlist.

Transfer Requests come in after the close of Open Enrollment:

Students who wish to change schools beginning the next school year and have missed Open Enrollment, may have their request added to the Open Enrollment waitlist of their requested school.

A. Process

1. Transfer Requests for the next school year that come in after the close of Open Enrollment will be added to the bottom of the Open Enrollment waitlists, with consideration to sibling preference described in the “Open Enrollment Process” above.
2. The Transfer Request form for the next school year is available [here](#) or at the Student Placement Office.
3. Completed forms should be submitted to the Student Placement Office. Information provided on forms must be completed accurately and include the parent/guardian signature. Incomplete forms will be returned.
4. Generally, these requests will be denied, then placed on the requested school waitlist for future Open Enrollment consideration see “Open Enrollment, B. Waitlists” above.
5. Families will be notified of the decision via the email address provided on the form.

Date: 08.11, 9.15, 11.16, 1.17, 12.18, 12.19