

Procedure 3120P

Enrollment – Resident Student

The term "parent" as used in this procedure means a parent, guardian or a person having legal custody of a child. If the student is eighteen (18) years or older, or is legally emancipated, the procedures for the parent in this procedure may be exercised by the student.

Enrollment records will be maintained in each school building and in the *Student Information System*. At the end of the year, the enrollment information will be recorded on the student's permanent record.

The District will report the number of enrolled students to the Superintendent of Public Instruction (OSPI) annually:

For the purposes of enrollment, a "full-time student" will be:

Grades K-12: 27.75 hours or 1665 minutes of instruction per week for 180 scheduled days.

Full-time Running Start students must be enrolled in a minimum of 15 college credits.

Full-time elementary students must be enrolled for the entire school day.

Full-time middle school students must be enrolled in all seven periods each day at a Bellevue School District school.

Full-time high school students must be enrolled in all seven periods at a Bellevue School District school in grades 9 and 10 and enrolled in at least six contiguous (in a row) periods in grades 11 and 12. Students who are in their fifth year of high school and enrolled in grade 12 may enroll in less than six periods that do not need to be contiguous (in a row).

Students enrolled in Choice School or Programs must be enrolled full-time.

Students who are residents of the Bellevue School District may enroll at their neighborhood school at any time. The preference is that new enrollments will not occur the last two weeks of any semester due to end of semester assessments and projects. Private school students who wish to obtain a Bellevue School District diploma must enroll no later than the start of the last semester of their senior year. This will give the counselor the needed time to ensure all District graduation requirements have been met and will give the student time to complete any requirements that are missing. See Policy 2410 and Procedure 2410P for complete information on District graduation requirements.

For part-time enrollment, refer to Policy 3114 and Procedure 3114P (Part-Time, Home-Based and Off-Campus Students).

Alternative Learning Experiences: Full-time equivalency will be determined by documentation of all hours of learning activities pursuant to WAC 392-121-182.

No student may be counted on any school or program's enrollment report who has been absent consecutively from school for two consecutive monthly enrollment report days (first of the month) until attendance is resumed.

Procedures for handling excused and unexcused absences are defined in Procedure 3122P Excused and Unexcused Absences.

Per Washington State Law and District Policy, the nonresident children of full-time employees of the Bellevue School District will be considered resident students if the parent so desires. The full-time status of the parent will be verified prior to affording these rights to the children of fulltime employees. Please note, this means that the parent is working for the Bellevue School District (i.e. as a teacher, principal, in a support function, etc.) not that the parent works in Bellevue.

Full-time status is defined as employees who work more than 30 hours per week for the school year (180 days) or more (classified) or are a .75 FTE or greater (certificated).

Establishing Residency

Unless a student is attending the Bellevue School District on an Interdistrict Transfer (Procedure 3141P) or does not have a legal, permanent residence (Procedure 3115P), residency must be established before enrolling a student.

Residency is defined as the physical location where the student resides. For families with shared custody (i.e. divorced, separated) this is generally defined as where the student spends the night a minimum of four (4) nights out of the week during the school year.

There is no provision for nonresident families who live in the region to claim residency for their student(s) in the District by stating they live with a family member or friend who lives within the District boundaries. Nor is there a provision for nonresident families to maintain a residence within the District solely for the purpose of enrollment.

The following documents will assist families establish residency:

- A. **Residency Checklist (Procedure 3120P - Exhibit A):** Student Placement will make available a Residency Checklist which will establish which documents will be accepted for proof of residency and the method used. Families who cannot provide the required proof of residency documents may need to enter other agreements including, but not limited to Residency Agreement, Co-Residency Agreement, etc.
- B. **Residency Verification Form (Procedure 3120P – Exhibit B):** Prior to enrolling a student, a Residency Verification Form must be completed.
- C. **Change of Address and Updated Residency Verification Form (Procedure 3120P – Exhibit C):** When a student moves, the family will inform the school or District by submitting this form within five (5) school days of changing residence. The family will need to re-establish residency for all their students.
 1. If the move is outside the current school attendance area but within the Bellevue School District and the parent wants the student to remain at the

current school, they must complete and submit a Transfer Request form (Procedure 3120P-Exhibit D) for grades K-5 or a Request to Remain form (Procedure 3120P-Exhibit E) for grades 6-12 within five school days of the move. The form needs to be submitted to studentplacement@bsd405.org.

2. If the move is outside the boundaries of the Bellevue School District and the parent wants the student to remain at the current school, they must complete and submit, to studentplacement@bsd405.org, an Interdistrict Transfer Application (Procedure 3141P-Exhibit A) and a Choice Transfer Request to the school district in which they live.
3. If the move is over the summer break, the parent will provide all required documentation to Student Placement or to the school prior to the start of the school year.

Information provided on applications and forms must be completed accurately and include the parent signature. Incomplete forms will be returned.

The Bellevue School District reserves the right to further verify and investigate a student's residence as the District determines it to be necessary. If the District has reason to believe that residency status has changed and/or false information has been provided, the District will investigate all such cases. These investigations may include but are not limited to:

- Request for updated documents from the Residency Checklist
- Request for additional documents not on the Residency Checklist
- Request for documents that prove that student is not living outside the District
- Use of a private investigator
- Unannounced home visits
- Observation of addresses
- Request for other information as deemed necessary

Investigations that reveal students have enrolled in the District by providing false residency information will be cause for revocation of the student's school assignment and withdrawal from the District.

- Secondary students will be withdrawn at the end of a semester.
- Elementary students will be withdrawn the last day before the next natural break (i.e. Thanksgiving, winter, mid-winter, spring or summer breaks).
- If there are extenuating circumstances surrounding the enrollment of the student, the withdrawal may be immediate.

If a student has been withdrawn for falsifying residency, in order to re-enroll in the Bellevue School District, the family must establish residency in the Bellevue School District and show that they no longer have an established residence outside the District. Additional investigations may occur.

District Determined Placement

The District reserves the right to and may assign students to attend particular schools or programs for specific reasons. These reasons include, but are not limited to:

- A. Establish a plan for re-entry as a result of a suspension or expulsion;
- B. Provide appropriate programming for special needs students;
- C. Protect the health or safety of either the assigned student or other students or staff;
- D. Avoid or lessen program disruption;
- E. Meet the needs of a student who faces the daily possibility of a life-threatening emergency that would require the skill and judgement of a professional nurse; and/or
- F. Meet the student's social, emotional, behavioral, and/or academic needs.

The family will be notified if transportation is available.

Compliance with District Policy and Washington State Law

It is the intent of this Procedure to comply with Bellevue School District Policy and Washington State Law. If at any time a portion or portions of this Procedure are found not to be in compliance with Bellevue School District Policy or Washington State Law those portions will be dealt with separately and will not impact the remaining Procedure.

Date: 08.11, 9.15, 11.16, 1.17, 12.18, 5.19, 12.19