

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.
- 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.

Per State Law and District Policy 3110, a child must be 5 years old on or before August 31 of the year of entry to kindergarten; if the date of birth is on or before October 31, early entrance assessments are available to Bellevue School District residents and children of eligible District employees as outlined in District Policy 3110.

Students who are residents of the Bellevue School District may enroll at their attendance area 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 students receiving home-based instruction or enrolled in private school who are interested in 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. Additionally, students who are absent for 20 consecutive days will be withdrawn.

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 eligible employees of the Bellevue School District will be considered resident students for enrollment purposes if the parent so requests. The employment status of the parent will be verified prior to affording these rights to the children of eligible employees. The student may remain in the feeder pattern through graduation if they remain in good standing regardless of the parent's employment status. Please note, this means that the qualified 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 the city of Bellevue.

For the purpose of student enrollment, eligible employees in the District are defined as: classified employees who work 16 hours or more per week for a minimum of 180 days and certificated employees who work .4 FTE or greater; employment status will be verified with Human Resources.

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 enrollment. Residency establishes a district's responsibility to serve a student. The District will make every effort to assist each family in establishing residency in as timely a manner as possible.

Residency is defined as the physical location where the student resides. For parents 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. There is no provision for resident or nonresident families to maintain a second residence within the District solely for the purpose of enrollment at a specific school or program.

The following documents will assist parents to establish residency:

- A. **Verifying and Establishing Residency Checklist (Procedure 3120P - Exhibit A)** Student Placement will make available a Residency Checklist which will establish documents that will be accepted for proof of residency and the method used. Parents who cannot provide the required residency documents must contact Student Placement for assistance and may need to provide other documents or enter into an agreement including, but not limited to a Residency Agreement, or a Co-Residency Agreement.
- B. **Residency Verification Form (Procedure 3120P – Exhibit B)**
Prior to enrolling a student, a Residency Verification Form must be received by Student Placement.

C. Change of Residency Verification Form (Procedure 3120P – Exhibit C)

When a family moves, the parent will inform the District by submitting this form within five (5) days of changing residence. The parent will need to establish residency at the new address for all their students. All continued enrollment decisions will be made according to the actual date of the move.

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 Request to Remain-Elementary form (Procedure 3120P-Exhibit F) for grades K-5 or a Request to Remain-Secondary form (Procedure 3120P-Exhibit E) for grades 6-12 within five (5) days of the move.
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, an Interdistrict Transfer Application (Procedure 3141P-Exhibit A) to Student Placement and submit 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 prior to the start of the school year.

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 may 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 been 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 the withdrawal may be immediate

If a student has been withdrawn for falsifying residency to re-enroll in the Bellevue School District, the family must contact Student Placement to re-establish residency 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 schools or programs for specific reasons including but not limited to the following:

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

The parent 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 comply 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, 2.21, 7.21, 9.21