

## Nonresident Students

If the anticipated needs of all resident students and the nonresident students of eligible Bellevue School District employees can be met, nonresident students may be considered for enrollment in the District. All nonresident students applying to attend a school in the District will be considered on an equal basis.

### A. Nonresident Students-General

1. **Criteria for consideration of nonresident applications:**

Nonresident applications shall be accepted or rejected based on the standards cited in Policy No. 3141 with consideration to the following details:

- a. Enrollment numbers (or projected enrollment numbers) for the building and specific grade level at the requested school.
- b. Staffing levels (or projected staffing levels) at the requested school
- c. Building or program capacity.
- d. If the student is in good standing at their current school (Good standing is defined in 3120.1P)

2. **Transportation:** Transportation for approved transfers is the responsibility of the parent/guardian.

3. **Students moving out of the District:** Families moving out of District must submit a Change of Residence form within 5 days. Middle or high school students moving out of the District may apply to complete the current semester at their enrolled school/program. They must submit the required paperwork and all requirements must be met.

When a student has been attending a school for a minimum of two years and during the last two grades of that grade span (e.g., Grades 4 or 5 for elementary, 8 for middle or 11 or 12 for high school) moves out of the District the student may apply to continue at the same school to complete the school level by submitting a change of residence form within 5 days of the move and the required nonresident paperwork. The application will be accepted providing all other requirements for the admission of nonresident students are met; otherwise, they must transfer to their new school at the beginning of the new semester.

4. **Fulltime enrollment required:** Nonresident students are not accepted for less than fulltime admission.

5. **Continued enrollment:** Once accepted, nonresident students may continue in the approved school feeder pattern through graduation providing they remain in good standing and a Choice Transfer Request is submitted each year. If the approved school feeds to two schools at the next school level, the next level school assignment will be determined by the District depending on capacity at the time of transfer.

6. **Limitations:** The District may reject applications of nonresident students if:

- a. The student is not in good standing at their current school.
- b. The student's disciplinary records indicate a history of violent or disruptive behavior, or gang membership.

- c. The student has been expelled or suspended from a public school for more than ten consecutive days. Any policy allowing for readmission of expelled or suspended students must apply uniformly to both resident and nonresident applicants.
  - d. Enrollment would displace a child who is a resident of the District, except that if an employee's child is admitted, that child shall be permitted to remain enrolled at that school, or in the feeder pattern, until he or she has completed his or her schooling.
7. **Termination of Interdistrict Transfer approvals:** Enrollment is subject to termination for nonresident students in the following situations:
- a. If, after an Interdistrict Transfer Application has been approved, it is discovered that the information provided was incomplete or has changed since the time the application was considered, and/or was materially misrepresented on the application.
  - b. If the student is expelled from the District under the usual disciplinary process.
  - c. If the student is excessively tardy or truant, or engages in frequent misconduct or disruptive behavior, or is in violation of school rules that indicate the student is not being successful in the school or program. Before the Interdistrict Transfer of such a student is terminated, the parent/guardian will be notified that the student's continued attendance in the District is in jeopardy. If the decision is made to terminate the Interdistrict Transfer, the parent/guardian will be notified and will be informed that they may appeal the termination to the Office of Superintendent of Public Instruction.
8. **Transfers within Bellevue School District for nonresident students:** Nonresident approvals are limited to the designated school/program and are not transferable.
- a. Nonresident students wanting to transfer to another school or program within the Bellevue School District, must submit a new Interdistrict Transfer Application.
  - b. Nonresident students, including nonresident children of eligible District employees, who have been admitted to a school/program that is later found to be inappropriate for that student or who needs a different school/program to meet their educational needs, must initiate a new Interdistrict Transfer Application.
  - c. Students seeking to change schools or programs within the District will be given no preference based upon their prior acceptance as a nonresident student.
9. **Process:** Nonresident students will submit their information to be added to the nonresident waitlist for consideration through an online process available on the District website.
- a. Waitlist applicants may request one (1) school but will be able to indicate if they are interested in other BSD schools if space is available.
  - b. Applicants will be placed on the waitlist for the requested school by grade in the order received, available spots will be offered by waitlist order.
  - c. The nonresident waitlist will not be carried over from year to year.
  - d. If placement can be offered, we will contact the parent/guardian requesting nonresident paperwork and provide next steps for enrollment.
    - (1) The following nonresident paperwork will be requested and is required prior to enrollment at a school:
      - (a) Bellevue School District Interdistrict Transfer Application for Nonresident Students (Exhibit B Procedure 3141P) submitted to [studentplacement@bsd405.org](mailto:studentplacement@bsd405.org).

- (b) A Choice Transfer Request (CTR) submitted to the resident district through OSPI's Choice Transfer Request Parent Portal. For continued enrollment at an approved school a renewal CTR is required each year and should be completed in February for the upcoming school year.

10. **Timeline:** Nonresident students may submit their information to be added to the waitlist beginning March 1<sup>st</sup> for the upcoming school year.
- a. Nonresident paperwork (BSD Interdistrict Transfer Application and Choice Transfer Request) will be requested if placement is offered and processed within 45 days of receipt.
  - b. Both forms must be received, or the application will be considered incomplete and will be denied.
  - c. Interdistrict Transfer Applications and Choice Transfer Requests submitted without receiving a placement offer will be denied.

## **B. Nonresident Children of District Employees**

You must be an eligible employee for your student to be accepted for enrollment and be employed by the District when your student's enrollment begins. Once enrolled with eligible employee status your student may continue in the feeder pattern to that school, even in the event that you are no longer employed by the District. However, if you are no longer employed by the District, employee status will be revoked if your student does not remain in good standing or withdraws or is withdrawn from the District.

Eligible Bellevue School District employees are defined as:

- classified employees who work 16 hours per week or more for a minimum of 180 days
  - certificated employees who work 0.4 FTE or greater
1. **Employees assigned to schools:** The District will accept applications from nonresident students who are the children of eligible certificated and classified school employees, and those children will be permitted to enroll:
    - a. At the school to which the employee is assigned.
    - b. At a school within the feeder pattern which includes the school to which the employee is assigned.
  2. **Employees not assigned to schools:** The District will accept applications from nonresident students who are the children of eligible certificated and classified employees not assigned to schools, and those children will be permitted to enroll at a school that has capacity to serve the student.
  3. **Early intervention or preschool services:** Nonresident preschool children of eligible District employees will be permitted to enroll at the assigned school where early intervention services or preschool services for students with disabilities can be provided if the student is eligible for such services.
  4. **Open Transfer:** eligible employees (resident and nonresident) with students new to BSD and with current BSD students changing school levels or wanting to change schools will use the online Open Transfer process.

5. **Choice Schools:** Nonresident children of eligible District employees will be treated in the same way as residents in the application process for Choice Schools.
6. **Continued enrollment:** Once enrolled within a feeder pattern, children of employees may continue in the feeder pattern until they graduate regardless of the parent's employment status providing, they remain in good standing and a Choice Transfer Request is submitted each year.
7. **Full-time enrollment required:** Nonresident students are not accepted for less than full-time admission.
8. **Limitations:** The District may reject applications of nonresident children of eligible District employees if:
  - a. The student is not in good standing at their current school.
  - b. The student's disciplinary records indicate a history of violent or disruptive behavior, or gang membership.
  - c. The student has been expelled or suspended from a public school for more than ten consecutive days. Any policy allowing for readmission of expelled or suspended students must apply uniformly to both resident and nonresident applicants.
  - d. Enrollment would displace a child who is a resident of the District, except that if an employee's child is admitted, that child shall be permitted to remain enrolled at that school, or in the feeder pattern, until he or she has completed his or her schooling.
9. **Process:** The following forms are required prior to enrollment at a school:
  - a. Bellevue School District Interdistrict Transfer Application for Nonresident Students (Exhibit B Procedure 3141P) submitted to [studentplacement@bsd405.org](mailto:studentplacement@bsd405.org).
  - b. Choice Transfer Request (CTR) submitted to the resident district through OSPI's Choice Transfer Request Parent Portal. For continued enrollment at an approved school a renewal CTR is required each year and should be completed in February for the upcoming school.
10. **Timeline:** When the student has been approved through Open Transfer or Choice Schools/Programs to a school, nonresident paperwork will be requested by Student Placement.

Date: 11.16, 4.17, 11.21