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## MEMORANDUM

**TO:** Board of Directors  
**DATE:** June 7, 2016  
**FROM:** Jean Shumate  
**RE:** Approval of First Reading of Revised Policy  
**TYPE:** Action Required

The attached policy was reviewed, revised, and legal references updated, in consultation with the Washington State School Directors' Association (WSSDA) model policies. The following policy are on the consent agenda for approval of the first reading:

- a. Policy 3131 District Attendance Area Transfers

**RECOMMENDATION:**

*That the Board approves the first reading of revised Student Policy 3131 District Attendance Area Transfers.*

## DISTRICT ATTENDANCE AREA TRANSFERS

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides.

A parent or guardian may request that his or her child be allowed to attend another school in the district. Requests must be submitted, in writing, to the Assistant Superintendent of **Elementary or Secondary Education Teaching and Learning**.

Transfers may be granted 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 another school in the 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. If the request for transfer is approved, the parent/guardian must assume responsibility for adequate transportation and supervision to and from school. If the request for transfer is denied, the parent or guardian may appeal to the Superintendent designee for review of the decision. Children of full-time certificated and classified school employees may enroll at either the school to which the employee is assigned, or a school within the district's K through 12 continuums which includes the school to which the employee is assigned.

The Superintendent is authorized to develop and adopt procedures consistent with this policy.

Cross References:	Board Policy 3130	District Attendance Areas
Legal References:	RCW 28A.225.225	Applications from nonresident students or students receiving home-based instruction to attend district school – School employee's children- Acceptance and rejection standards - Notification
	RCW 28A.225.270	Intradistrict enrollment options policies
	RCW 28A.225.290	Enrollment options information booklet
	RCW 28A.225.300	Enrollment options information to parents
Management Resources:	Policy News, June 2003	Enrolling Children of School Employees

**Adoption Date: 06.03.03**  
**Stanwood-Camano School District**  
**Revised: 09.16.03; 10.19.04; 08.19.08; Proposed 07.21.16**