

STUDENTS

Non-Resident Students

For purposes of this procedure, a “non-resident” student is a student who is not homeless and who resides in another school district.

The parent/guardian of a minor non-resident student may apply for admission to a school and/or program in the district by submitting the required application documents available on the Central Kitsap School District website. Upon receipt of the completed documents, and other information as the district designee may require, the request will be reviewed and it will be:

1. Determined if there is capacity for non-resident students in the program, grade, and/or school requested.
2. Reviewed by the requested school’s administrator to determine if the non-resident student meets transfer requirements for good standing.
3. Determined for those cases that involve students who could participate in WIAA sanctioned athletics or activities if reason exists to believe that the request for transfer was made for athletic purposes.

The written decision will include notice of approval or denial. Denials will include the rationale of the decision and information regarding the right to appeal the decision.

The “capacity” of each school and program will be determined. In the absence of a specific determination for the class or program in this procedure, the “capacity” shall be the program size goal multiplied by the number of sections to be offered and reduced by 4% for potential additional enrollment from within the District. The reduction percentage may be set higher or lower for a particular program based on in-district enrollment patterns.

“Remaining capacity for non-district students” shall be the “capacity” less the number of in-district students expected to be enrolled in the program at the start of the school year.

For purposes of this procedure:

1. "School building capacity" shall be the current "functional capacity" of the building as calculated by the district.
2. "Grade level capacity" at each school shall be calculated by multiplying the number of classes to be offered at each grade level by the class size goal including a prorated share of split classes (classes with students from more than one grade level) for the appropriate grade level and reducing that number by 4% to accommodate new registrations in the school's attendance area and transfer requests from within the district.

Reductions for in-district transfers and enrollments will be rounded to the next highest whole number.

Capacity calculations shall be made in the spring for the following school year. Applications for non-resident admission will be accepted or denied for the following school year.

Non-resident students may be accepted until the "remaining capacity for non-resident students" has been filled. A non-resident student who is the child of a full-time school employee may be admitted to the school that is the primary worksite of the employee or another school in the District's K-12 continuum of which that school is a part unless admitting the non-resident student would displace a resident student.

Non-resident students will be admitted to a specific school, grade level, and program for one school year. A new application must be completed for a change in school, grade level, class, and/or program.

The transfer status of a non-resident student may be revoked if they fail to remain in good standing in the area(s) of behavior, acceptable attendance, or educational progress consistent with their ability.

In the event that a student-capacity emergency develops during the school year, non-resident students may be required to return to their districts of residence at the end of any semester.

The parent/guardian of a minor student or an adult student will be responsible for transportation of the non-resident student to and from district schools except as provided by law, regulation, or by written agreement.

Admission to a school under the provisions of Policy 3141 relating to children of full-time school employees does not entitle a student to admission to programs housed in

that school or any other school for which the student is not otherwise eligible and shall not operate to give the student priority in admission to such programs over a student who is a resident of the district.

Each eligible resident student will be admitted to district programs before any non-resident student, including non-resident students who have been admitted to district schools.

A student who moves from the district during the school year and is in good standing may remain in the district school currently attended for the balance of the school year, provided they submit the required transfer documents.

A high school senior who attended a district school for the entire school year immediately prior to the senior year and who is in good standing may remain at the district school, provided they submit the required transfer documents.

Adopted:	<u>April 24, 1985</u>
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