



MERIDIAN SCHOOL DISTRICT

Each student will succeed through quality, inspirational and innovative education

May 15, 2019

Dear Families:

We are pleased that you would like to have your student enroll in the Meridian School District. Pursuant to Meridian School Board Policy No. 3141, listed below, any student who resides outside the boundaries of Meridian School District, may apply to attend school in Meridian School District.

To submit your request to attend Meridian School District please follow the steps below. The Meridian School District has a parent computer station available for parents and guardians to use at the district office as well as in each of our schools.

- CTRP (Choice Transfer Request Portal)
 1. This is the web address that will connect you to the OSPI Choice Transfer System.
<https://eds.ospi.k12.wa.us/ChoiceTransferRequest>
 2. You may submit your application online by simply following the directions given once you have reached the website.
 - Please note that if your student is enrolling in Kindergarten their grade level may show as 0.
- Paper copies of the Choice Transfer form are available at the District Office.

In the Meridian School District, we strive to support our students in achieving high academic and behavioral standards. Meridian offers a variety of academic programs and extra-curricular activities to serve your student. As a non-resident student in our district, we will hold your students to these same high standards. Please be advised that a non-resident student that has repeated or severe discipline infractions or behavior which disrupts the learning environment, may result in the loss of non-resident status and your student may be asked to return to their resident school district.

- Families are responsible for transportation of their non-resident students.
- Requests for non-resident admission are approved for one school year only and must be renewed annually.
- If you have not submitted an updated form to the district office prior to the start of the school year, your student will need to enroll in their resident school for the upcoming school year.

Please note that requests may not be processed for up to 45 days after submission. You will receive automated email communication from the CTRP as your application moves through the submission process.

We look forward to a successful year working with you and your family.

Sincerely,

Kurt Harvill
Director of Personnel, Risk Management and Grants



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Policy: 3141
Students

Nonresident Students

Consistent with [Chapter 28A.225 RCW](#), any student who resides outside the district may apply to attend a school in the district or file the parental declaration of the intent to provide home-based instruction and enroll for ancillary services, if any. All applications for nonresident attendance or home-based instruction will be considered on an equal basis.

The Meridian Board of Directors annually will inform parents of the inter-district enrollment options and parental involvement opportunities. Information on inter-district acceptance policies will be provided to nonresidents on request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form. The district will not charge any transfer fees or tuition costs for enrolling eligible nonresident students.

The superintendent will develop an application form that the parent or guardian will complete to apply for the student's admission. The form will gather information such as the child's current legal residence, the school district where the student is currently enrolled or receiving home-based instruction, the basis for requesting release from the resident district, the specific building desired, and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the district.

The district must use the Standard Choice Transfer System in the Education Data System (EDS) to process those requests for student transfer enrollment into online or alternative learning experience programs or schools.

A student who resides in a district that does not operate a secondary program will be permitted to enroll in secondary schools in this district in accordance with state law and regulation relating to the financial responsibility of the resident district.

Standards for accepting or rejecting an application

The superintendent will accept or reject an application for nonresident admission based upon the following standards:

- A. Whether acceptance of a nonresident student would result in the district experiencing significant financial hardship ("financial hardship" does not include routine programmatic costs associated with serving additional disabled or non-disabled students);
- B. Whether in the grade level or class at the building where the student desires to be enrolled has the capacity for additional students;
- C. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence;
- D. Whether the student's disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes);
- E. Whether the student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district's policy for



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readmission and reengagement of suspended or expelled students; and

- F. Whether enrollment of a nonresident student would conflict with a district innovation academy cooperative under [RCW 28A.340.080](#).
- G. Whether the student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

Admission or denial: Notice of decision and appeal of decision

The superintendent, in a timely manner, will provide all applicants with written notification of the approval or denial of a nonresident student's enrollment application. If the student is to be admitted, the superintendent or the superintendent's designee will notify the resident district and make necessary arrangements for the transfer of student records.

If the application is denied, the superintendent will notify the parent or guardian in writing within 45 days from receipt of the parent's application. The notification will include the reason(s) for denial and inform the parent or guardian of their right to appeal the district's denial decision to the Superintendent of Public Instruction or his or her designee as detailed in [RCW 28A.225.230](#).

The parent or guardian may appeal the denial to the district's superintendent or designee. Within five business days of receipt of the parent's appeal submission, the superintendent or designee will provide the parent with a written notification of the final appeal decision to either grant or deny the student's admittance into the district.

Children of full-time employees

1. Pursuant to [RCW 28A.225.225](#), a nonresident student who is the child of a full-time certificated or classified employee will be permitted to enroll:
 - a. At the school where the employee is assigned;
 - b. At a school forming the district's kindergarten through twelfth grade continuum, which includes the school where the employee is assigned; the student remains enrolled until he or she completes schooling; or
 - c. At a school in the district that provides early intervention services pursuant to [RCW 28A.155.065](#) and/or preschool services pursuant to [RCW 28A.155.070](#), if the student is eligible for such services.
2. The district may reject the application of a student who is the child of a full-time employee if:
 - a. Disciplinary records or other evidence supports a conclusion that the student has a history of convictions, violent or disruptive behavior, or gang membership; or
 - b. The student has been expelled or suspended from a public school for more than ten consecutive days (however, the district's policies for allowing readmission of expelled or suspended students and the required reengagement procedures under this rule must apply uniformly to both resident and nonresident applicants seeking admission, pursuant to [RCW 28A.225.225\(2\)\(b\)](#)); or



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- c. The student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

Cross References: 3120 – Enrollment
 3155 – Homeless Students - Enrollment Rights and Services

Legal References: RCW 28A.225.220 Adults, children from other districts, agreements for attending school — Tuition
 RCW 28A.225.225 Applications from nonresident students or students receiving home-based instruction to attend district school — School employees' children — Acceptance and rejection standards — Notification
 RCW 28A.225.230 Appeal from certain decisions to deny student's request to attend nonresident district - Procedure
 RCW 28A.225.240 Apportionment credit
 RCW 28A.225.290 Enrollment options information booklet
 RCW 28A.225.300 Enrollment options information to parents
 RCW 28A.250.070 Rights of students to attend nonresident school district for the purposes of enrolling in alternative learning experience programs—Standard release form.
 WAC 392-137 Finance — Nonresident attendance

Management Resources: 2018 – December Issue
 2015 - October Policy Issue
 Policy News, June 2003 Enrolling children of School Employees
 Policy News, September 1999 School safety bills impact policy

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