

## Transferring Out of Your “Home” School District

*Choice Transfer Request is required to attend a public school in a school district that is different from the one where you live*

Public school students in Washington state may request a transfer from their “home” district, where they reside, to attend school in another public school district, where they do not reside. That is known as an inter-district transfer or out-of-district transfer.

### Transfer into Tonasket School District

Students from other school districts can apply for an out-of-district transfer if they want to attend a school in Tonasket School District. These transfers are approved on a space available basis, after students within the district have been accommodated.

#### How to apply:

- Go to the Tonasket School District Office or to the district office of your “home” district to get a Choice Transfer form.
- Fill out the form and turn it in to the Tonasket School District Office or to the district office of your “home” district.
- Go to the school building in which your student wishes to be enrolled and fill out the enrollment paperwork and submit it to that office.
- A designated person in the district office will start the transfer request process.
- Your “home” district will sign the form to release your student or will inform you that the transfer has been denied. If approved, they will send the request to Tonasket School District.
- Tonasket School District will notify you whether your request has been accepted or the transfer is denied. If accepted, you will be notified of the length of time the transfer request is in effect.
- Students outside the district will be placed after the in-district students are accommodated.
- New requests may need to wait for approval until late August or possibly after the start of the new school year if there is space availability concerns.

#### When to apply:

- Any time.
- After April 1 if requesting for the next school year.

#### How to renew:

- A Choice Transfer request will not need to be submitted annually.
- The acceptance of out-of-district students shall state the length of the acceptance and the condition that would cause the acceptance to be terminated. The termination of an acceptance may occur in accordance to the conditions listed in the board policies which are listed here (TSD Policy 3141):

*The superintendent may accept, reject or rescind a request at any time during the school year for nonresident admission based upon the following standards:*

- 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);*
- Whether in the grade level or classes at the building in which the student desires to be enrolled has the capacity for additional students;*
- 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;*
- 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).*
- 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 readmission and reengagement of suspended or expelled students; and*
- Whether enrollment of a nonresident student would conflict with a district innovation academy cooperative under RCW 28A.340.080.*

- If an out-of-district student withdraws from Tonasket School District, the transfer request expires. If the out-of-district student wishes to return to TSD a new Choice Transfer form must be completed and submitted to the home school district and the process to apply will be followed.

**One more thing to know:**

- School districts enrolling a nonresident student are required to inform the resident school district if the student drops out of the school or is otherwise no longer enrolled.

**Transfer out of Tonasket School District**

We are sorry to see you go but understand that sometimes individual students need specific programs this district does not offer or there may be other conditions. To attend school in another public school district, you must also apply for a transfer.

- Contact the school district for the school you would like your student to attend to learn when Choice Transfer applications are accepted.
- Fill out the Choice Transfer Form and submit it to the Tonasket School District office.
  - To apply to attend school outside of TSD, print the Choice Transfer Form from the district website or pick one up at the District Office.
- Submit the completed Choice Transfer form to Tonasket School District to:

Anitra Atchison  
Tonasket School District Office  
35 DO Hwy 20 East  
Tonasket WA 98855

- Tonasket School District will determine if your request will be approved. If approved, the form will be processed and sent to the district you want your student to attend.
- The new school district will notify you if the transfer has been approved.