

South Kitsap School District #402
Office of School and Family Support
1962 Hoover Avenue S.E., Port Orchard, WA 98366

OPEN ENROLLMENT APPLICATION

**Deadline for submitting application is May 31 of the
current school year**

Date

I hereby request that: _____
Student's name (please print)

be permitted to attend: _____

in grade _____ for the 20____ - 20____ school year.

Service area school is: _____

Reason for transfer request: _____

Are you currently, or have you ever been Open Enrolled in another school in SKSD? **YES / NO**
If yes, please give school and dates: _____

It is understood that the filing of this application and placement in the requested school is on a first-come, first-served basis, and the requested school must have adequate classroom or program space in order to be admitted. Open enrollment, once granted, provides placement in the requested school **for the duration of the child's experience at the elementary or junior high level, unless otherwise specified**. Re-entry at a future date to the resident area school is not automatic. It requires resubmitting an open enrollment form, requesting the resident area school, and placement will depend on building enrollment capacity.

Transportation will be the responsibility of each child's parents.

☐ _____ Approved
Building Administrator

☐ _____ Disapproved
Building Administrator

☐ Parent/Guardian contacted

PENDING BEHAVIOR AND ATTENDANCE

Office of School & Family Support

Signature of Parent

Parent's name (please print)

Street Address

City, Zip Code

Mailing Address, if different

Phone

☐ Original – Office of School & Family Support

☐ Parent

☐ Admitting School

☐ Releasing School

POLICY 3131 - OPEN ENROLLMENT

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

The Board supports the "Open Enrollment" concept and authorizes its implementation at the elementary and junior high level. "Open Enrollment" is a process which allows, under certain conditions, a student to attend a school other than his/her school in the district.

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. Special hardship or detrimental condition includes, but is not limited to, the following:

Parents shall be informed annually of the district's attendance area transfer option. The district shall make available for public inspection the Superintendent of Public Instruction's annual information booklet on enrollment options in the state at each school building, the central office and local public libraries.

The South Kitsap School District Board of Directors directs the Superintendent to develop procedures to implement this policy.

Cross References: Board Policy 3130

District Attendance Areas

Legal References: RCW 28A.225.270
28A.225.300
28A.225.290

Intradistrict enrollment options policies
Enrollment options information to parents
Enrollment options information booklet

Management Resources: *Policy News*, June 2003

Enrolling Children of School Employees

Adoption Date: August 15, 2005