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**In-District Student Transfers – 3131P**

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**Student Transfer Requests**

Students are automatically eligible to attend their neighborhood school, or the nearest school that offers a program in which they are placed. Siblings of students who are currently enrolled may be accepted for transfer to the same school provided the eligibility criteria for transfer is met by the sibling, unless that school does not have a program to which the sibling is assigned. When space is available, students will be accepted for in-district transfer in the following order:

1. Siblings of students currently enrolled in the following programs: elementary science/tech, MERLIN, LRCII, and ROTC
2. Siblings of students currently enrolled outside their neighborhood school
3. Students seeking transfer out of their neighborhood school attendance area

The district will accept applications for transfer during open enrollment through the month of February for the following school year. After the open enrollment period, late applications will be considered in the order received after any students on a wait list from the initial open enrollment period.

All applications received during February will be accepted up to the number of spaces available at a school. As long as space is available (based on building and/or grade level capacity), all eligible students from the preceding priority group (1-3 above) will be placed before late applicants. If the number of requests exceeds the spaces available, names will be drawn by lottery. The lottery will be conducted at the central office by an impartial party.

At the secondary level students who meet the transfer criteria are accepted on a one-in one-out basis by grade level until the start of school. The wait list will not carry forward into the following school year.

When a student has been accepted, the family will be notified and will have two (2) days to accept or refuse the transfer. Students/families who refuse the transfer will be removed from the current wait list for that year and the space will be given to the next student on the list.

Schools outside of the neighborhood attendance area do not need to make special program or structural accommodations for students who are accepted from outside the attendance area. The Special Education Department will determine where appropriate services are provided for students with an Individual Education Plan (IEP).

Parents are responsible for transportation and supervision to and from a school outside of the neighborhood attendance area. However, the district may provide transportation on a space available basis from an existing bus route. All district transfers will be handled and approved through the district central office, in collaboration with the building principal.

**Exceptions for Cause**

When a school is closed, exceptions to the above conditions for student transfers may be made by agreement between the principal and the superintendent/designee for the following reasons:

1. A student under the age of twelve (12) may transfer to a school outside of his/her attendance area to be cared for outside of school hours at a nearby home or agency outside of his/her neighborhood attendance area. The waiver exists as long as a day care remains at that location.
2. When a student moves to another attendance area within the district, she/he may be allowed to finish the current school year. In the next to last year of a grade span, he/she may attend through the last year of the grade span of the school in which she/he has been enrolled. Students not meeting the above criteria may apply to remain in that school through the annual open enrollment process. A student who moves out of the district will need to reapply and be considered as an out-of-district student on a space available basis.

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3. A family provides written documentation of intent to establish residence within a different attendance area or into the district from out-of-district within six (6) months of the date of the request and wishes to enroll the student in his/her new school prior to the planned move. Written documentation includes a construction contract, bill of sale or verifiable rental agreement. Documentation must include a projected move-in date.
4. A school guidance team or other counseling/medical professional recommends a different school environment or program to meet a student's educational, social or psychological needs.

**INTRA-DISTRICT TRANSFER  
ATHLETIC ELIGIBILITY**

1. Students establish athletic eligibility at the first school they attend in the Issaquah School District, grades 9-12.
2. Students who are granted an intra-district transfer are not eligible to participate in varsity athletics for one year after being enrolled in their new school. They may play at other levels (freshmen, junior varsity) and participate in all other co-curricular activities. Such students are eligible for varsity competition at the beginning of their second year at the new school.
3. New students who move into the district will establish eligibility at the first school they attend. Thus, new "move-in" students who "open enroll" in a school outside of their residential attendance area are not subject to the one year waiting period.
4. Issaquah resident students who have been enrolled outside of the district and return to the district, must wait a year to gain varsity eligibility, no matter which school they enter.
5. Entering ninth graders who are open enrolled from another attendance area will be eligible for varsity competition without a year of waiting.
6. Regarding students who transfer between districts, this policy follows guidelines of the Washington Interscholastic Athletic Association (WIAA). Inter-district transfer students who are denied eligibility may use the following process for appeals:

Step 1: Make appeal to Superintendent's designee.

- An informal meeting is scheduled as soon as possible.
- After meeting with the parent/student, the designee will share his/her decision with the parent/student within two business days.
- If parent/student wishes to appeal the decision, s/he proceeds to Step 2.

Step 2: Appeal to the WIAA District Eligibility Committee within three (3) school business days of receipt of the Superintendent/designee's decision, per Sec. 19.3.1 of the WIAA Handbook.

**Maximum Enrollment**

For open enrollment and in-district transfer purposes, a school will be considered closed if one or more of the following conditions exist. The district may waive these conditions in certain circumstances for program reasons.

1. Portables will be required to house additional students.
2. The capacity of a school, as defined by the Current School Capacity in the most recent Issaquah School District Capital Facilities Plan, will be exceeded.
3. The number of students at the grade level requested by a student is projected to exceed the Current School Capacity in the future, e.g., the enrollment of a freshman class times four will exceed the established capacity of the building.

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**Definition of Terms**

Neighborhood School - The student's designated school, as defined by the existing district attendance area boundaries.

Comprehensive Program - A comprehensive program, particularly at the high school level, is one that is comparable in range of course offerings to those available at other schools in the district.

Maximum Enrollment - The enrollment level beyond which a school is unable to accept additional students on a choice basis.

Grade Span - The grades included in any sequence within a school, e.g., K-5 at elementary, 6-8 at middle school, and 9-12 at high school.

Current School Capacity - The school capacity as stated in the most recent Capital Facilities Plan. It may be revised yearly, based upon current knowledge of individual school program capacity.