

## Fall 2014 Enrollment Processes for Out-of-District and Out-of-Boundary Applicants to CHS or OHS

The following table details the steps necessary to request enrollment at **Capital High School** or **Olympia High School** when the student: 1) Lives in the boundaries of a neighboring school district (Out-of-District student) OR 2) Lives in the boundaries of Olympia School District but wishes to attend a neighboring Olympia School District high school (Out-of-Boundary student).

- Griffin SD **residents** will always automatically be enrolled at CHS, unless he/she applies to OHS.
- McCleary SD **residents** will always be served at a school in the Olympia School District, but must apply to their desired school so that we can determine where we can accommodate enrollment.

	Current 9 <sup>th</sup> , 10 <sup>th</sup> , or 11 <sup>th</sup> grade student at OHS or CHS	Applying Student Lives in the Olympia School District but is applying to the opposite high school; Griffin and McCleary see note above	Applying Student Lives in a Neighboring School District, Incoming 6 <sup>th</sup> , 7 <sup>th</sup> , or 8 <sup>th</sup> Grade
1	Notify your school office personnel that you would like to re-enroll your child in Fall 2014. For fall 2014, you are presumed to be re-enrolled unless an administrator is working with you on discipline or attendance issues.	Go to the school where you wish to enroll. Be sure to tell the office personnel if you are an OSD staff member or a military family, if you would like to speak to our homeless services coordinator, or if your student has special needs.	Obtain a signed OUT-OF-DISTRICT RELEASE FORM** from your home district. (Your home district will sign this form first; then the Olympia School District will process the form.)
2	Obtain a signed OUT-OF-DISTRICT RELEASE FORM** from your home district. Turn this into the office personnel. (Your home district will sign this form first; then the Olympia School District will process the form.) (Griffin/McCleary residents skip this step.)	Add your student to the school's wait-list. The school office staff will date and time your request. Please do not leave until he/she has signed-off on your request. Staff will note if you are a McCleary or Griffin RESIDENT.	Go to the school where you wish to enroll. Be sure to tell the office personnel if you are an OSD staff member or a military family, if you would like to speak to our homeless services coordinator, or if your student has special needs.
3	---	----	Present the RELEASE FORM to the school office staff. If the RELEASE FORM is filled-in and signed appropriately, he/she will have you add your student to the school's wait-list. He/she will date and time your request.
4	---	The school will notify you of your acceptance as soon as possible, typically in late spring. Students will be accepted and enrolled in order of wait-list place by grade and in accordance with RCWs 28A.225.225, 28A.225.215, 28A.225.217 and 28A.225.230; WAC 392-137-205; and policies 3110, 3115, 3130, 3131, 3141, and 3210.	The school will notify you of your acceptance as soon as possible, typically in late spring. Students will be accepted and enrolled in order of wait-list place by grade and in accordance with RCWs 28A.225.225, 28A.225.215, 28A.225.217 and 28A.225.230; WAC 392-137-205; and policies 3110, 3115, 3130, 3131, 3141, and 3210. OSD will sign and send the one-year RELEASE FORM to complete the process. <b>Enrollment applications are "good" for one-year; students who are enrolled for Fall 2014 must re-enroll each following year using the process the district sets in place for that year.</b>

\*\*Each district may have a slightly different form; North Thurston, for example, is an **Inter-District Transfer Request Form**. These are typically obtained from the district central office.

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## Question and Answers

**Who has priority for enrollment in an Olympia School District (OSD) high school?** State law has many nuances regarding priorities. In general, in-district applicants have priority over out-of-district applicants. Students of full-time staff have priority in the process also. Some current students of a high school have priority over incoming students. In all cases, room must be available for students by grade, which includes capacity to provide specialized services that a student may need. Once we know who is applying for enrollment at a school by grade, based on these groupings of students, we will enroll students based on the date and time of sign-up by group/grade/specialized services needed and the priority set in the law.

**After I sign-up my student for consideration for enrollment, how do I know what place on the wait-list I/my student holds?** We do not give you a “number” on the wait-list because we do not know how many students will apply from each group. However, all students are enrolled based on the priorities/groups set in the law and the time/date stamp of the request for enrollment. If you sign up first in the process, within that grouping you will be first accepted for enrollment *if there is room for any student from that group*. Sign-ups will not be accepted without the proper Release Form for out-of-district students.

**If my child is enrolled at an Olympia middle school in the 2013-14 SY, will my child automatically roll up to the desired high school (e.g., a Washington 8<sup>th</sup> grader in Fall 2014, would automatically enroll in Olympia HS in Fall 2015)?** No. Out-of-boundary and out-of-district student must apply for enrollment each year and do not automatically progress to the next school. There are no automatic roll-ups, but we will attempt to accommodate your enrollment.

**If my student is called to enroll in our desired school for Fall 2014, what do I do next?** The school will send you instructions for how to enroll and what additional forms must be filled out.

**If my student is called for an enrollment slot for Fall 2014, do I have to go through this process again in Fall 2015?** Yes. While the district will attempt to re-enroll students, we have no guarantee that many students will not move into an area (e.g., a new housing development), and therefore we cannot guarantee a student continuous enrollment for the remainder of the high school years.