

Choice Transfer Guidance

Background

Definition of Choice Transfer

Choice Transfer (CT) means the process to transfer a student from the district where they physically reside to another district within the state. It includes the parent's request, the resident district's release of the student, and the nonresident district's acceptance of the student.

When a student is accepted into a nonresident district, that district accepts responsibility for all public education obligations for the student and will treat the student like any other enrolled student for the duration of the transfer.

Application Process

1. The parent initiates the transfer request.
2. The resident district is strongly encouraged to honor the parent's request and is expected to process the request in a timely manner as per [RCW 28A.225.225\(5\)](#) and [WAC 392-137-205\(2\)\(a\)](#).
3. Nonresident districts are obligated to consider all transfer applicants equally and to apply the standards for acceptance and rejection of applications established in their policies as per [RCW 28A.225.225](#) (4). Requests must be responded to in a timely manner after the district receives them as per [RCW 28A.225.225\(5\)](#) and [WAC 392-137-205\(2\)\(a\)](#).

Denial

The resident district may deny the student's release, or the nonresident district may deny admission stating the reason for the denial. Denial reasons should be consistent with district policy pursuant to [RCW 28A.225.225](#). [RCW 28A.225.230](#) gives parents and guardians the right to appeal these decisions to the Office of Superintendent of Public Instruction (OSPI).

Appeal hearings are conducted by an Administrative Law Judge (ALJ) from the Office of Administrative Hearings (OAH), typically by phone. After listening to information presented by the parents or guardians and/or their representatives and the district's representatives, the ALJ makes the decision to either grant or deny the parent's Choice Transfer request.

Districts may also, through district policy and procedure, terminate an accepted transfer. Sometimes referred to as a Choice Transfer rescindment, this is adjudicated in the same manner as a request denial per [WAC 392-137-230](#).

OSPI Guidance

- [OSPI Student Transfers website](#)
- [Choice Transfer Enrollment Reporting Guide](#)

Resources and References

- [RCW 28A.225.220](#) Addresses expectations of the resident district in CT requests.



- [RCW 28A.225.225](#) Addresses expectations of the nonresident district in CT requests.
- [RCW 28A.225.230](#) Addresses the right to appeal a denied request to OSPI.
- [Chapter 392-137 WAC](#) Clarifies the implementation of RCWs related to Choice Transfers. Includes specific documentation, additional timelines, conditions to end a Choice Transfer early, and appeal procedures.
- Washington State School Directors Association (WSSDA) Model Policies 3141, 3141P
 - Provides school boards with model policy consider in developing board policy to guide implementation regarding Choice Transfer