



NON-RESIDENT ENROLLMENT PROCESS

Non-resident students who would like to attend, or continue attending, a University Place School District school must submit annually a “Choice Transfer Request” from their resident school district and UPSD’s “Application for Non-resident Admission” form.

Approved choice transfer requests are valid for one school year and may be rescinded if the student is not profiting from the placement, maintaining established behavior, meeting academic and attendance standards, and/or the circumstances under which enrollment was approved have changed significantly.

NOTE:

- ✓ Notification of approval or denial will be mailed in a timely manner once all application materials are submitted and the District reviews enrollment and program numbers for available space. If Applications are denied due to space, they will be reviewed based on the submission date if space becomes available.

- ✓ Incomplete application packets will NOT be processed.

RENEWAL – Non-Resident Applicants - *Students currently residing outside University Place School District boundaries and currently enrolled in a UPSD school.*

UPSD will begin collecting this paper work February 27th, 2023 - March 27th, 2023

- Submit a **Choice Transfer Request online** to your resident school district by going to: <https://eds.ospi.k12.wa.us/ChoiceTransferRequest>. Print out the **confirmation email** you receive.
- Complete UPSD “**Non-Resident Application**”.
- Submit both forms to UPSD Educational Services Center (ESC).

NOTE:

- ✓ **Applications received after March 27th, 2023 will be processed with New Non-Resident Applications.**
- ✓ **If no renewal application is received, your student will be withdrawn the last day of school.**

NEW – Non-Resident Applicants - *Students currently residing outside University Place School District boundaries and NOT currently attending school in University Place School District.*

UPSD will begin collecting complete applications beginning March 28th, 2023.

- Submit a **Choice Transfer Request online** to your resident school district by going to: <https://eds.ospi.k12.wa.us/ChoiceTransferRequest>. Print out the **confirmation email** you receive.
- Complete UPSD “**Non-Resident Application**”.
- Complete UPSD “**Non-Resident Enrollment School Verification**” Form for grades 1-12 only. Make sure that the most recent grade report, attendance, and discipline report (if applicable), as well as transcript (for grades 9-12) are attached.
- Submit forms to UPSD Educational Services Center (ESC).

NOTE:

- ✓ Application requests will only be considered at the beginning of the school year and at semester.

Additional Questions: Contact University Place School District Student Services at 253-566-5600 ext. 3331.



NON-RESIDENT ENROLLMENT PROCESS

Transfer requests will be evaluated based on the following criteria:

1. Space available in grade level, classes, and / or programs;
2. Appropriate educational programs or services available;
3. Health / safety risk to other students or staff;
4. Educational records indicate a history of violent or disruptive behavior or gang membership;
5. Suspended or expelled more than 10 consecutive days from a public school; and
6. Financial hardship to district.

Appeals:

The student / parent has the right to appeal the District's determination in accordance with Policy No. 3141, a copy of which is available at the administrative offices of the School District.

Please Note:

Athletic eligibility is governed by the rules of the Washington Interscholastic Athletic Association (WIAA).

UPSD Non Discrimination Statement

The University Place School District complies with all federal and state laws, rules, and regulations and does not discriminate on the basis of race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability in student education programs, co-curricular activities, and employment practices. The district is an equal opportunity/affirmative action employer encouraging application of qualified minorities, women, and disabled persons for employment and other opportunities. University Place School District is committed to providing access to all District programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For elevator access at school sites, contact the principal's office. The University Place School District is a drug-free/smoke-free work place and educational setting. Direct inquiries regarding compliance, grievance, or appeal procedures, or concerns involving students, should be made to the District Affirmative Action Officer/Civil Rights Compliance Coordinator/ Title IX Coordinator/HIB Compliance Officer/Gender-Inclusive Schools Coordinator, Executive Director of Secondary Education, Lainey Mathews, lmathews@upsd83.org; or Section 504/FAPE/ADA concerns should be made to Executive Director of Special Services, Kelly McClure, kmclure@upsd83.org. Both can be contacted at (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466.