



***Washoe County School District***

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**Every Child, By Name And Face, To Graduation**

**Procedure Manual for School Staff for Student Variances**

**PROCESSING OUT-OF-WCSD  
(Students Living Outside WCSD)**

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## VARIANCE REQUESTS BY STUDENT RESIDING OUTSIDE OF WCSD

1. **Students whose official residence is outside of the Washoe County School District and in an adjoining county or state and who wish to apply for a variance to attend a WCSD school must receive approval from his/her school district of residence before the WCSD will consider his/her application to attend a WCSD school.**

**The WCSD may not admit a nonresident student without receipt of tuition from the district of the pupil's residence. (See Attorney General's Opinion NRS 392.010.)**

2. **Students whose official residence is outside of the Washoe County School District applying for a variance to attend a WCSD school must disclose on the application information regarding any special instructional or educational needs (e.g., special education services, EL services, etc.).**

## OUT-OF-WCSD VARIANCE CONDITIONS

1. **When a parent/guardian applies for a variance, he/she must understand the following conditions:**
  - a. **Students whose official residence is outside of the Washoe County School District and in an adjoining county or state and who wish to continue a variance to attend a WCSD school must reapply for a variance each school year.**
  - b. **Variances are contingent upon regular attendance, satisfactory conduct and adequate grades.**
  - c. **The District does not provide transportation for students granted variances.**
  - d. **Eligibility to Participate in Interscholastic Activities/Athletics** – Students who are on a variance and want to participate in interscholastic activities or athletics, should contact the WCSD Student Services office or the Executive Director of NIAA, as some limitations do apply.
  - e. **Variances are revocable.** – The reasons for variance revocation may include parent/guardian request, lack of regular attendance, unsatisfactory behavior, increased enrollment, transportation difficulties, or unacceptable grades.

# PROCEDURES FOR PROCESSING OUT-OF-WCSD VARIANCE REQUESTS

## 1. WCSD Application to Attend School Outside District of Residence

Students, whose official residence is outside of Washoe County and in an adjoining district or state, must complete the ***Washoe County School District Application to Attend School Outside District of Residence Form***. The application must be sent to Student Accounting for processing.

## 2. Before Accepting the Application to Attend School Outside District of Residence

- a. Upon receipt of a completed *Washoe County School District Application to Attend School Outside District of Residence* form, Student Accounting, must check to see if the student's school district of residence has given permission for the student to attend WCSD. If this permission **has not** been given by the student's district of residence, then Student Accounting must obtain the district of residence's approval before we can process the student's application.
- b. If permission **has been granted** by the student's district of residence, then Student Accounting should:
  - Review the application to ensure it has been completely filled out;
  - If a form other than the Washoe County School District Application to Attend School Outside District of Residence form is used, then Student Accounting must ask if the student requires any special educational or other instructional services and make note on the form;
  - Once the form has been accepted by Student Accounting, the parent/guardian should be informed regarding the procedure for processing such applications:
    1. The application is reviewed and approved or denied by the administrator responsible for any special educational or other instructional program required by the student.
      - a. If the application is denied, the parents are informed and the student is not admitted to WCSD.
      - b. If the application is approved, the application is sent back to Student Accounting and Student Accounting sends it to the principal of the school.
    2. The principal and the supervising administrator review the application and approve or deny the application.
      - a. If the application is denied, the residence district is informed and the student is not admitted to WCSD.
      - b. If the application is approved, the application is sent back to Student Accounting and Student Accounting informs the

residence district and the student is admitted to WCSD for one year only.

### 3. **After Accepting the Completed Application**

Once the application has been accepted all appropriate administrators should be notified of the application (e.g., the principal, the supervising administrator, and/or the central office administrator responsible for any special educational or other instructional services the student requires).

### 4. **Document Decision on *Washoe County School District Application to Attend School Outside District of Residence Form***

Once a recommendation has been reached by the principal, the supervising administrator and the central office department administrator (if applicable), the school principal and supervising administrator will indicate their recommendation in the "Decision By the Receiving District" portion of the *Washoe County School District Application to Attend School Outside District of Residence* form or in the appropriate section of the district of residence's comparable form.

### 5. **Distribution of Copies of the *Washoe County School District Application to Attend School Outside District of Residence* form or the appropriate section of the district of residence's comparable form.**

- a. Once the principal and the supervising administrator have indicated their recommendation on the *Washoe County School District Application to Attend School Outside District of Residence* form or in the appropriate section of the district of residence's comparable form, the form is returned to Student Accounting.
- b. Student Accounting will forward a copy of the *Application to Attend School Outside District of Residence* form to the student's district of residence and to the school site where the student will be attending.

### 6. **Infinite Campus (IC) Documentation**

Once the principal and supervising administrator have approved the application for a variance by a student whose residence is outside of WCSD, the school **must** enter the following in student enrollment tab in IC:

- Enroll the student using the E7 start status for out of state variance student.
- Code 5 for Out-of-District, 6 for Out-of-State, in the "Variance Code" field.
- The date the variance request was approved in the "Variance Date" field.

- The resident and attending district fields must be selected from the drop down menu.
- Code 002 for Out-of-State and Code 003 for Out-of-District in the “Resident School” field.

## 7. Reapplication

Students whose official residence is outside of Washoe County and who are attending a WCSD school on variance **must reapply** each year for the variance.

## 8. Revocation of Variance Request

- a. If a principal decides to revoke a variance or desires not to renew a variance, the principal shall notify the appropriate supervising administrator and central office department administrator (if applicable) of his/her plans to revoke the variance. Once the decision has been made to revoke the variance and has been approved by the supervising administrator, the principal will complete the **Washoe County School District Variance Revocation** form and notify the student’s parent(s) or guardian(s), giving reasons for his/her decision.
- b. Copies of the **Washoe County School District Variance Revocation** form shall be distributed to the parents and Student Accounting.
- c. Once a variance has been revoked and the student has withdrawn from the school, the school **must withdraw the student from IC.**

## 9. Responsibilities of Student Accounting

Student Accounting will be responsible for the following:

- Providing the student’s resident school district with a copy of the completed variance application indicating the decision of the WCSD to either approve or disapprove the application;
- Providing Business & Financial Services with a list of students and the number of days the student has been enrolled and if the student is receiving additional instructional services;
- Creating an annual database of students who are enrolled in WCSD schools on an out-of-district resident variance;
- Reminding the schools each spring that they must notify each student attending the school on an out-of-district resident variance that he/she must reapply if he/she plans to attend the school on an out-of-district resident variance the approaching school year;

- Ensuring that backup records are current for any student reported to the state on count day as attending our district on an out-of-district resident variance;
- Providing information as needed to the Business and Financial Services department for billing purposes; and
- Providing the resident district a copy of a completed and approved revocation form should an out-of-district variance be revoked.

#### **10. Responsibilities of Business & Financial Services**

The Business & Financial Services Department will be responsible for all billing procedures. They will complete the billing forms from the students' districts of residence and will bill those districts where out-of-district resident variances have been granted to their students to attend WCSD school.