



Washoe County School District

Every Child, By Name And Face, To Graduation

**Procedure Manual for School Staff for Student Variances
PROCESSING FROM WCSD TO OUT-OF-DISTRICT
(Students Residing in WCSD Who Want to
Attend a School in an Adjoining District or State)**

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- **Variance** – A request to attend a school other than the one located in the attendance zone serving the student’s official residence.
- **Inter-WCSD Variance** – A request to attend a WCSD school that is not located in the WCSD attendance zone serving the student’s official residence.
- **Out-of-WCSD Variance** – A request by a student living outside WCSD (either in an adjoining county or state) to attend a WCSD school.
- **Variance to Attend Outside WCSD** – A request by a student living in WCSD to attend a school in an adjoining county or state.
- **Official Residence** – The official residence of a child is that of his/her parent(s) or legal guardian. A child may not claim residency by living with any relative other than a parent or with any other person, unless such relative or other person has obtained guardianship as provided for by the provisions of Nevada Revised Statutes.
- **Adjoining County** – Is defined as a county that physically adjoins Washoe County, i.e. Lassen, Modoc, Nevada, Placer & Sierra counties in California and in Oregon the counties of Harney and Lake.

CONDITIONS

When a parent/guardian applies for a variance, he/she must understand the following conditions:

- **When Washoe County students do qualify for attendance at a school in an adjoining county or state, a written agreement between the supervising administrator of the Washoe County School District and the supervising administrator of the other school district is required. The written agreement shall contain the necessary stipulations pertinent to length of time and tuition costs.**
- **Variations granted to students who reside in WCSD to attend school in an adjoining county or state are for one year only.**
- **The parent/guardian must reapply each year.**

PROCEDURES FOR PROCESSING

VARIANCE REQUESTS BY STUDENTS RESIDING IN WCSD WHO WANT TO ATTEND SCHOOL IN ANOTHER DISTRICT OR STATE

1. WCSD Application to Attend School Outside District of Residence

Students whose official residence is in Washoe County and who want to attend a school in an adjoining county or state must complete the *Washoe County School District Application to Attend School Outside District of Residence* form.

2. After Receiving the Application to Attend School Outside District of Residence

Once the form has been received by Student Accounting, the parent/guardian should be informed regarding the procedure for processing such applications:

The application is reviewed by the supervising administrator.

If the student is currently receiving special educational or instructional services, the administrator of the department providing the services should be notified by the school that a request has been made by the student to attend school in another district or state.

If the student has stated that the reason for the variance request is that WCSD does not provide specific requested/needed educational services, the central office administrator of the department that would most likely provide the service or have knowledge of such requested services should be contacted and should review the application.

The supervising administrator approves or denies the application before the application is submitted to the adjoining county or state.

3. Documentation of Decision

Once a recommendation has been reached by the supervising administrator and the central office department administrator (if applicable), the supervising administrator will indicate their recommendation in the "Permission From District of Residence" 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.

4. 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

Once the supervising administrator has indicated the 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 sent to Student Accounting.

Student Accounting will send the WCSD Application to Attend School Outside District of Residence form to the requested district.

6. IC Documentation

Once the supervising administrator has approved the application for a variance by a student whose residence is in WCSD to attend a school in an adjoining county or state, the school must do the following **if the student is enrolled in school**:

- The school **must withdraw the student** from IC using code “W2a” – **Public School in NV/Outside WCSD** if the student was granted a variance to attend school in an adjoining Nevada county, or
- The school **must withdraw the student** from IC using code “W2d” – **Out-of- State** if the student was granted a variance to attend school in an adjoining state.

Student Accounting enrolls all students living within the boundaries of Washoe County **who are attending a school out of state** in the Out of State school in IC.

7. Reapplication

Any student whose official residence is in Washoe County and who is attending a school in an adjoining district or state **must reapply** each year for the variance.

9. Student Accounting Responsibilities

The Student Accounting Department will be responsible for the following:

- Providing the receiving school district with a copy of the completed variance application indicating the decision of the WCSD to either approve or disapprove the request to attend school in an adjoining district or state;
- Creating an annual database of students whose official residence is in WCSD and who have been granted a variance to attend school in an adjoining district or state;
- Notifying each WCSD student granted a variance to attend school in an adjoining district or state that he/she must reapply if he/she plans to attend the out-of- WCSD school the approaching school year;
- Ensuring that all students who reside within Washoe County but attend a school out of state are enrolled in the Out of State school in IC for ADM;
- Student Accounting will be responsible for developing the written agreement between the Supervising administrator of the Washoe County School District and the Supervising administrator of the other school district.
- Providing information as needed to the Business and Financial Services department for billing purposes.

10. Business & Financial Services Responsibilities

- The Business & Financial Services Department will be responsible for all billing and payment procedures.