

# POLICIES, REGULATIONS, AND PROCEDURES

**FOR**

**PROCESSING FROM WCSD TO OUT-OF-DISTRICT**

**(Students Residing in WCSD Who Want to**

**Attend a School in an Adjoining District or State)**

**STUDENT VARIANCES**

**CONTENTS**

#### DEFINITIONS Page 3

**CONDITIONS Page 3**

**PROCEDURES FOR PROCESSING VARIANCE Pages 4-6**

**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 Page 4**
2. **After Receiving the Application to Attend School Outside Page 4**
3. **Documentation of Decision Page 5**
4. **Distribution of Copies of Completed and Signed-Off Form Page 5**
5. **IC Documentation Page 5**
6. **Reapplication Page 6**
7. **Student Accounting Responsibilities Page 6**
8. **Business & Financial Services Responsibilities Page 6**

# DEFINITIONS

* **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 (the student must reside in either an adjoining county in Nevada or an adjoining county in another 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 in Nevada or an adjoining county in another state.
* **Official Residence** – The official residence of a child is the residence of the child’s 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:
  + In Nevada: Carson City County, Storey County, Lyon County, Pershing County, Humbolt County, and Churchill County.
  + Out of state counties: 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, the parent/guardian must understand the following conditions:

* When Washoe County students do qualify for enrollment 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, services, and tuition costs.
* Variances granted to students who reside in WCSD to attend school in an adjoining county or state are for one school year only.
* The parent/guardian must reapply each school year.
* The student is not permitted to enroll in the outside district until that district approves the application.

**PROCEDURES FOR PROCESSING VARIANCE REQUESTS FOR 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 in Nevada or an adjoining county in another state must complete either the *Out-of-District Variance Application* form or the form from the district to which the student is applying.

1. **After Receiving the Application to Attend School Outside District of Residence**
   1. Once the form has been received by Student Accounting, the parent/guardian should be informed regarding the procedure for processing such applications:
      1. The application is reviewed by the school where the student is currently enrolled so the principal can have an exit conversation with the family. After the principal has the exit conversation, the application is sent to Student Accounting. If the student is not currently enrolled, the application is sent to Student Accounting.
      2. If the student is currently receiving special educational or instructional services, the administrator of the department providing the services should be notified by Student Accounting that a request has been made by the student to attend school in another district or state. The administrator of the department providing services must approve the variance for it to do further. If the administrator of the department providing services denies the variance, the variance is denied.
      3. 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 will be contacted by Student Accounting and the administrator of that department must approve the application for the application to go farther. If the department administrator does not approve the application, that application is denied and goes no further.
      4. The supervising administrator approves or denies the application before the application is submitted to the adjoining county or state.
2. **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 *Out-of-District* form or in the appropriate section of the district of residence’s comparable form.

1. **Distribution of Copies of the *Out-of-District* form or the appropriate section of the district of residence’s comparable form**

Once the supervising administrator has indicated the recommendation on the *Out-of-District* form or in the appropriate section of the district of residence’s comparable form,the form is sent back to Student Accounting.

**Student Accounting will send the *Out-of-District* form to the requested district.**

**5.** **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**:

1. 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
2. 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.
3. 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 calendar in IC**.**
4. Students who are not enrolled are no showed.

**6. 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 school year for the variance.

**7. Student Accounting Responsibilities**

The Student Accounting Department will be responsible for the following:

1. 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; and
2. 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; and
3. Notifying each WCSD student granted a variance to attend school in an adjoining district or state that the student must reapply each school year if the student plans to attend the out-of- WCSD school the approaching school year; and
4. Ensuring that all students who reside within Washoe County but attend a school out of state are enrolled in the Out of State calendar in IC for ADE;
5. Student Accounting will be responsible for developing the written agreement between the Superintendent of the Washoe County School District and the Superintendent of the other school district.
6. Providing information as needed to the Business and Finance Department for billing purposes.

**8. Business and Finance Department Responsibilities**

* The Business and Finance Department will be responsible for all billing and payment procedures.