



2200 M Avenue | Anacortes, WA 98221 | Phone 360-503-1200 | Fax 360-503-1201 | [www.asd103.org](http://www.asd103.org)

Policy No. 3131-P  
Students

### **Assignment to Elementary Schools and Parent/Guardian Requests**

Assignment and parent/guardian requests will be considered according to the guidelines established in Policy 3131.

#### **Processing Parent/Guardian Requests of Enrolled Students:**

- Parents/Guardians of enrolled students requesting a specific elementary placement must submit their requests in writing no later than May 15<sup>th</sup> using the district assignment preference form. All requests received during this time window will receive equal consideration regardless of date of submission.

#### **New Enrollments and Requests after May 15<sup>th</sup>**

- Requests from newly enrolled or current students received after May 15<sup>th</sup> will not be placed in a specific school until August 26<sup>th</sup>.
- Placements will not be made until all registration materials are submitted.

#### **New and Return Non-Resident Choice Students**

- New non-resident choice students enrolled in the district under Policy #3141 will be placed at each elementary school after resident students are placed at each request deadline.
- Returning non-resident students will be treated in the same manner as resident students, provided that their annual non-resident approval form is timely filed and accepted.

#### **Requests after Initial Placements**

- Parents/guardians who desire to submit a request following an initial placement may do so in writing. Between August 26<sup>th</sup> and the first five days of school, principals will attempt to identify any classroom openings. Potential reassignments will be made by elementary principals according to school district guidelines.
- Parents/Guardians who have submitted a second request will be notified of the district's final decision no later than the fifth day of school.