

ADMISSIONS FOR NEW AND FORMER STUDENTS

The process for diagnostic placement and ongoing enrollment is as follows:

1. Written application for admission is received.
 2. LEA (school district of residence) is notified of request for admission.
 3. A visit to WSD by the parent(s)/guardian(s)/surrogate parent(s) and student is required before initiation of the diagnostic placement.
 4. The following records may be requested and if requested, must be received prior to a formal decision being made to accept the student for diagnostic placement:
 - a. All completed forms and materials in application packet;
 - b. Student's most recent Individualized Educational Program (IEP);
 - c. Student's most recent triennial evaluation report (ER);
 - d. All psychological records;
 - e. High school transcripts or academic records and report cards;
 - f. Records of all behavioral information, including history of criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff and students, and disciplinary history that would be required under RCW 28A.225.330. Any falsification of or withholding of pertinent information will be deemed as perjury and result in termination of application and/or continued placement.
 - g. Parent completion of the Needs Assessment Inventory Interview (NAII) and Safety Risk Matrix, with the assistance of admissions team personnel. The NAII and/or Safety Risk Matrix must address the following:
 - i. Status as a juvenile sex offender;
 - ii. Criminal activity that did or did not result in conviction, adjudication or diversion or is pending; past and current compliance with terms and conditions of probation or parole;
 - iii. Involvement with Child Protective Services, Child Welfare Services, CHINS (Child in Need of Services) or At-Risk Youth Petition;
 - iv. Previous and current mental health treatment;
 - v. History of drug or alcohol use;
 - vi. History of victimization;
 - vii. Records of formal disciplinary actions;
 - viii. Additional medical, psychiatric, background needs;
- If access to necessary information requires parental or adult student consent for the mutual exchange of information with a third party, all such written consents must be attached to the completed applications.

5. When the admissions team determines the information needed for the diagnostic placement process is complete and valid, the admissions team reviews the records. The LEA district representative may be invited to this meeting.
6. If the Safety Risk Matrix, Needs Assessment Inventory Interview, or other documents submitted during the admissions process suggest the student may pose a safety risk, the admissions team and/or the Superintendent:
 - a. Determines if the application for diagnostic placement should be denied;
or
 - b. Develops a safety plan designed to mitigate the perceived safety risk(s). If the plan can be implemented within WSD's existing resources, the admissions team may accept the student for diagnostic placement. If all elements of the safety plan cannot be accomplished within existing WSD resources, the application shall be denied unless there is an inter-agency agreement with the LEA or other pertinent agency which authorizes the LEA, or pertinent agency to provide the additional resources necessary to ensure the safety of all students.
7. If the admissions team approves the application for diagnostic placement, the team:
 - a. Establishes the initiation date of the diagnostic placement at WSD;
 - b. Establishes a diagnostic placement timeline that extends 45 school days from the date the student arrives on campus. The LEA is responsible for ensuring the student's IEP and ER are valid through the end of the diagnostic placement.
 - c. Reviews the student's current IEP from the LEA to determine whether any modifications need to be considered or made for the purposes of the diagnostic placement at WSD. The principal will discuss the modifications, if any, with the parent. All modifications must be approved by the parent. Modifications to a student's educational program for the purposes of a diagnostic placement shall not constitute a change in placement for purposes of the IDEA and Stay Put.
 - d. Shall provide prior written notification to the parent, LEA and/or district of residence that the diagnostic placement at WSD shall not exceed 45 school days and shall not become the student's stay-put placement should the student's parents or district of residence contest the decision on the student's educational placement at the conclusion of the diagnostic placement.
8. Prior to the conclusion of the diagnostic placement timeline, an admissions team meeting is convened to determine if the student should be formally enrolled at WSD based on academic, behavioral, and/or safety information obtained during the diagnostic placement. If the admissions team recommends formal enrollment at WSD, one of the following options occurs:
 - a. The student's ER and IEP is formally reviewed and accepted following OSPI transfer procedures;

- b. The students' ER is formally reviewed and accepted following OSPI transfer procedures, and a new IEP is developed; or
 - c. WSD initiates a reevaluation and develops a new IEP.
9. Students who are accepted for ongoing enrollment as day students, and who later move outside the transportation boundaries, must be re-evaluated to determine if they qualify for residential services.
10. If a student is denied enrollment at the conclusion of the diagnostic placement, the student will return to a district placement unless WSD and the district enter into an inter-agency agreement whereby the district provides the additional resources necessary to support the student's placement at WSD. WSD does not constitute a potential Stay Put placement for students who have been denied admission/enrollment but are attending WSD pursuant to an inter-agency agreement.

Safety Risk Factors

WSD shall not admit, readmit or retain a student who is an adjudicated sex offender classified as risk level III pursuant to RCW 72.40.040(3), and may refuse to admit or retain a student who is an adjudicated level I or level II sex offender. WSD will not admit, readmit or retain students who have sexually victimized a student(s) currently enrolled at WSD.

Adopted: ***September 9, 2004***

Revised: ***September 23, 2010***