

Tacoma Public Schools
Enrollment Services CAB Rm 313 571.1142
NonResident Admission Information

***** Please read carefully*****

New - NonResident Applicants:

Please give parents a copy of the “NonResident Admission Process” document.

Parents should:

- < Obtain an approved release of attendance from the resident district.
- < Complete a NonResident Application at the requested school, attaching the approved release.
- < Complete a “Verification of Student History” form.
- < Submit the form to the principal for a signature. **A program director signature is necessary if student is to be enrolled in a speciality program; HeadStart, ECEAP, IB, etc.** (Your principal may want to meet with the family before signing.)
- < Send through district mail to Enrollment Services, Room 313, for final approval.
- < Copies of the application, with final decision, will be mailed to the school requested, the parent, and the student’s resident district within one week after being received in Enrollment Services. (Special Education students have a longer processing period.)

Under no circumstances should non-resident students be enrolled into a school until final determination has been made by the Assistant Superintendent for High School Education.

- < **Students should not be allowed to attend school, or practice for a sport, until the process is completed and final district approval is given.**

Renewing - NonResident Applicants

Parent should:

- < Obtain an approved release of attendance from the resident district.
- < Complete a NonResident Application at the requested school, attaching the approved release.
Completion of a “Verification of Student History” form is *not* necessary.
- < Submit the form to the principal for signature and program director if applicable.
- < Forward through district mail to Enrollment Services, Room 313, for final approval. (Parents may bring to CAB if they desire, but no decision will be made at that time.)
- < Copies of the application with final decision, will be mailed to the district school requested, the parent, and the student’s resident district within one week after received in Enrollment Services.

Under no circumstances should non-resident students be enrolled into a school until final determination has been made by the Assistant Superintendent for High School Education.

- < **Students should not be allowed to attend school or practice for a sport until the process is completed and final district approval is given.**