

## **INTERNATIONAL SCHOOL ADMISSION POLICY**

Adopted by the International School PDC January 9, 1995  
Revised December 1998 following revision of School Board Policy  
Revised November 2001  
Revised December 2002 following revision of School Board Policy

### **1.0 General Policy**

- 1.1 International School is designed as a seven-year integrated program commencing in grade 6 and continuing through grade 12. International School encourages application to our school by all students entering grades 6-11.
- 1.2 Admission will be granted on a space available basis to those students selected under these policies and procedures. The principal will determine by June 30 of the preceding school year the exact number of available positions for each grade or academic level. An approximation of the number of openings will be announced at the information meetings held in the winter of the preceding school year.
- 1.3 International School application schedule will coincide with the Bellevue School District open enrollment schedule with regard to application periods for resident and non-resident students.
- 1.4 Students will be accepted for specific grade or academic levels. The school may find it necessary to place a student at an academic level, which may vary from that for which they applied. Students accepted into grades 7-11 may have to complete extra courses to fulfill the International School graduation requirements.
- 1.5 All students who have been accepted have an opportunity for an informational interview by a member or by members of the International School community.

### **2.0 Bellevue School District Resident Admission Procedures**

- 2.1 Before the Bellevue School District open enrollment period starts, the International School will hold informational meetings for prospective students.
- 2.2 Bellevue School district resident students (as defined by Bellevue School District policy #4020) may apply during the current school year or during the District resident enrollment period that the District uses for all open enrollment and special programs for the next school year. In some cases, resident applicants may be requested to show proof of residency.
- 2.3 Applications received during the District resident enrollment period will be numbered consecutively (a separate list for each grade level). Multiple applications of siblings for the same grade level will be assigned one lottery number. After the end of the resident enrollment period, the applications for sixth grade will be prioritized using a public random lottery, the date and time of the lottery to be included on the application.
- 2.4 Students will be notified in writing of their acceptance to the school or their status on the waiting list and will have to notify the school in writing to reaffirm their intention to attend in the fall, if accepted, or to remain on the waiting list if not accepted. All replies must be postmarked no later than two weeks following the postmarked date on the notification letter. Failure to reaffirm will result in forfeiting a position in the school or on the waiting list.
- 2.5 Resident applicants who have a sibling attending International School may opt during the two-week period described in 2.4 to guarantee their enrollment, subject to the provisions of the General Policy (1.0). This offer applies to applicants of any grade regardless of their waiting list status, providing the student first admitted to International School is enrolled through graduation from high school. If at any time the student first admitted to International School makes a discretionary transfer to another school before graduation, the student admitted by the sibling guarantee privilege will revert to his/her original wait list status. If there are applicants above them on the wait list, the sibling must transfer to another school at the end of the semester. The applicant next on the wait list will be offered enrollment. An appeal on behalf of the sibling may be made to a committee consisting of the school principal, counselor and three members of the PDC (student, parent and staff) who have no particular connection to the student.
- 2.6 Applicants who qualify under the provisions of 2.5 must turn in a completed application form during the normal District resident enrollment period to utilize the sibling guarantee privilege. Late

applications from students who would otherwise qualify under 2.5 will be added to the bottom of the regular waiting list but may use their sibling guarantee privilege to be offered any available positions before the regular waiting list is contacted. Such a guaranteed enrollment will be subject to the conditions of 2.5.

- 2.7 The children of non-resident Bellevue School District employee(s) will be allowed to participate in a lottery on an equal basis with residents. Should the child or children of non-resident employee(s) be selected in the lottery for any of the originally identified available positions, a number of resident students equal to the number of non-residents selected will be added to increase the enrollment cap for resident students. Should the parent terminate employment with the District, students enrolled in International will be allowed to complete the current semester. However, students in grade 11 or above will be allowed to remain enrolled until graduation.

### **3.0 Bellevue School District Non Resident Admission Procedures**

- 3.1 Non-resident students are encouraged to attend the informational meeting as described above in 2.1.
- 3.2 During the District non-resident application period applications to International School will be accepted on a first come first served basis with equal preference given to all non-resident applicants. There will be a lottery for sixth grade applicants immediately following the resident lottery. All other applications will be added to the end of the waiting list as they are received. Applicants will be notified in writing their status and will be subject to the same affirmation procedures described in 2.4.
- 3.3 Non-resident students who have been accepted to International School under the provisions of this policy will be required to re-apply on a yearly basis with an inter-district transfer request to Bellevue School District. Students enrolled as Bellevue School District residents who subsequently move outside the district boundaries and children of non-resident District employees who terminate employment will be allowed to attend the International School through the end of the current grading period, at which time it will be necessary for them to reapply, in compliance with District Policy #4025.

### **4.0 Waiting List Procedure**

- 4.1 The waiting lists will remain in effect until May 31 of the school year for which application was made. Bellevue School District resident students on those lists who have reaffirmed in writing, postmarked by May 31, will maintain their status and will be offered enrollment of the next school year depending on space available and their status on the waiting lists.
- 4.2 Applicants for any current school year will be added to the appropriate waiting list as they are received. The sibling provision of 2.5 will apply as defined above.
- 4.3 The number of openings for each grade or academic level for each school year will be based upon a total enrollment target of  $500 \pm 10$  students. Approximately 243 students will be enrolled in middle school grades 6-8 and the remainder in high school grades 9-12. Middle School enrollment will be offered from the waitlist for each grade up to 81 students per grade. Enrollment in High School will be offered to students on the waitlist using the following procedure:
- International School will register all current students in the spring.
  - Openings will be determined by capacity of each course. Target enrollment for classroom (section of each course) will be 27 students.
  - Applicant's course requirements must match courses with openings.
  - If multiple applicants of varying grades have course requirements that match course openings, then applicant acceptance will be prioritized by in the following order: 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, respectively.

### **5.0 Compliance with District Policy and Washington State Law**

- 5.1 It is the intent of this policy to comply with Bellevue School District policy and Washington State law. If at any time a portion or portions of this policy are found not to be in compliance with Bellevue School District policy or Washington State law those portions will be dealt with separately and will not impact the remaining policy.