



## **GUIDELINES FOR INSTATE TUITION REQUESTS AND APPLICATION PROCESS SCHOOL YEAR 2019-2020**

The parents or guardians of eligible\* school-age children must complete an *Instate Tuition Request Form* if they are a non-resident requesting their child be admitted into the Lake Oswego School District on a tuition basis. Transportation is the responsibility of the parent unless otherwise specified. First-time requests may be submitted throughout the year to the Lake Oswego School District. Fall admission requests may not be considered until final enrollments are completed.

The completed application must be submitted by the parent/guardian to the Lake Oswego School District for review and approval by the Assistant Superintendent. Every effort will be made to provide written notification to the parent/guardian within approximately 10 days of the Lake Oswego School District's decision.

If the request is denied by the Lake Oswego School District: The parent/guardian shall receive a copy of the written denial, including reason(s) why the request was denied as recorded on the *Instate Tuition Request Form*.

If the request is approved by the Lake Oswego School District: The parent/guardian shall receive a copy of the approved Instate Tuition Request Form and a letter stipulating tuition fees and the enrollment agreement.

Applications for Instate Tuition must be submitted annually. **If an *application for renewal of Instate Tuition Request* is not completed by the parent/guardian, attendance privileges in the Lake Oswego School District will be discontinued, and the student will be expected to attend school in their resident district.**

### **GUIDELINES FOR SPECIAL SERVICES**

1. A student's resident district remains legally responsible for Childfind, evaluation, and eligibility determinations under the Individuals with Disabilities Education Act ("IDEA") and Section 504 of the Rehabilitation Act of 1973 ("Section 504").
2. The resident district remains legally responsible for the obligation to provide a free appropriate public education ("FAPE") to any student identified as eligible under the IDEA and/or Section 504. Any claims of violation of the IDEA must be filed against the resident district.
3. After completion of the application process, a District-wide team will review the plans (IEP, 504, TAG, ELL) of all incoming students to determine how the plans will be implemented in LOSD. The team will include the building principal(s) where the student(s) will be attending, the Assistant Superintendent, the department director(s), if applicable, and the coordinator (ELL, 504, or TAG) or a special education teacher representative from the school(s) where the student(s) will be attending.
4. If the District team determines that a meeting is necessary, the appropriate team (IEP, 504, TAG, ELL) will convene in accordance with state and federal law. If an IEP team is convened, the resident district will be provided with an opportunity to participate and/or provide input.
5. The District will be responsible for making the final determination as to what services it will offer in accordance with a student's plan.
6. If a student's IEP or 504 team determines that the student requires an out-of-district placement, the student's admission as a tuitioned-in student will be revoked, because the out-of-district placement determination constitutes a conclusion that District programs and services are not appropriate or sufficient for the student in question.
7. Tuitioning-in is wholly optional, and all students retain at all times the opportunity to return to their resident districts and obtain the FAPE that the resident district is obligated to offer under the IDEA and Section 504.

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**\*Eligibility for enrollment as a tuition paying student:** All non-resident students in grades 9-12 are eligible for enrollment as tuition-paying students. Non-resident students in grades 3-8 currently enrolled as tuition-paying students will be eligible for continued enrollment as tuition-paying students. No new non-resident students in grades K-8 will be eligible for enrollment as tuition-paying students.



**REQUEST FOR ADMISSION, 2019-2020 SCHOOL  
YEAR INSTATE TUITION STUDENTS**

This is a  New Request  Renewal

**STUDENT INFORMATION**

Student Name (Last, First, Middle) | Date of Birth | Current Grade | Request for Grade

LOSD School Requested  
Is the student currently serving an expulsion?  Yes  No

**PARENT/GUARDIAN INFORMATION**

Parent/Guardian #1 Name (Last/First)

Address | (City) | (State) | (Zip)

Home Phone | Work Phone | Cell Phone | Email

Parent/Guardian #2 Name (Last/First)

Address | (City) | (State) | (Zip)

Home Phone | Work Phone | Cell Phone | Email

**TUITION & PAYMENT POLICY**

**Base Tuition for the 2019-2020 school year is \$8,000.** The School Board annually sets tuition rates for the following school year; this rate is subject to School Board review and adoption of fees for the 2019-20 school year.

Upon acceptance, the undersigned agrees to pay annual tuition per year, per child, based upon the following payment plan:

- Option 1 – Single payment made before classes begin in August
- Option 2 – Two payments with the first payment made before classes begin in August (or prior to enrollment if classes have already started) and the second payment prior to January 15<sup>th</sup>.

**A \$35.00 service charge will be applied for any check returned due to insufficient funds.**

Parent/Guardian Signature | Date

**APPLICATION FORM SUBMISSION OPTIONS**

Mail: to attention of Eden Armstrong at above address  
Email: [eden.armstrong@loswego.k12.or.us](mailto:eden.armstrong@loswego.k12.or.us)  
Drop-off: at [District Administration Building](#)

**For District Use Only**  
Date Received | Received by  
 Request Approved  Request Denied  
Comments:  
Administrator Signature | Date