

# Tacoma Public Schools

Enrollment Services

601 South 8<sup>th</sup> St Room 313 Tacoma WA 98405

## NonResident Admission Process

- < **Completion of the NonResident Admission process is mandatory for students to enroll in programs outside of the district in which they reside.**
- < **Students will not be allowed to attend school until final approval is granted by the Assistant Superintendent of High School Education.**
- < **Class/course placement will not be made until the non-resident process has been completed.**

**Please follow the steps below to complete the process:**

1. Go to the school district in which you live and complete a “Release of Attendance” form. For your convenience, addresses for neighboring districts are given below.
1. Fill out Tacoma Public School’s “Nonresident Admission” form and if you are a new applicant, the “Verification of Student History” form.
1. Take your completed “Nonresident Admission” form (#2 above), and a copy of the signed district release (#1 above), to your child’s school for an administrator’s signature.
1. Your Tacoma district school may forward your application through the interschool mail or you may bring to the address at the top of this letter for final district approval. Allow one week for this final step in the non-resident process.
5. Copies, indicating Tacoma Public School’s decision, will be mailed to your home, your resident district, and the requested school. After district approval is granted, your student will be able to register at your school of choice and schedule for classes, provided space is available in the program you are requesting.

Questions may be directed to Enrollment Services, 571-1142.

## Neighboring Pierce County School Districts

### **Bethel**

516 E 176 St  
Spanaway WA 98387-8399  
253.683.6000

### **Clover Park**

10903 Gravelly Lake Dr SW  
Lakewood WA 98499-1341  
253.583.5000

### **Federal Way**

31405 18 Ave S  
Federal Way WA 98003  
253.945.2000

### **Fife**

5802 20 St E

Tacoma WA 98424-2000  
253.517.1000

### **Franklin Pierce**

315 129 St S  
Tacoma WA 98444  
253.537.0211

### **Peninsula**

14015 62 Ave NW  
Gig Harbor WA 98332-8698  
253.857.6171

### **Puyallup**

302 2 St SE, PO Box 370  
Puyallup WA 98371-0156  
253.841.1301

### **Sumner**

1202 Wood Ave  
Sumner WA 98390  
253.891.6000

### **University Place**

3717 Grandview Dr W  
University Place WA 98466-2138  
253.566.5600