

If Your Child Needs Support to Prepare for School Readiness

If a student is having a hard time at school and has a known or suspected disability, [the school evaluates to see if the student qualifies for special education](#), through a process called [Child Find](#). Washington State requires special education referrals to be in writing ([WAC 392-172A-03005](#)). Anyone with knowledge of a student can write a referral. The state provides a [form](#) for making a special education referral, but the form is not required—any written request is valid.

- Complete the [Sample Letter to Request an Evaluation](#).
- Make a copy for your records.
- Call your local school district or go on their website to identify the correct office, person, and address to mail (signed, return receipt requested), email, or hand-deliver your request.
- Refer to the [IEP Referral Timeline](#) to track your child’s progress through the evaluation process.

If Your Child Has Not Previously Been Enrolled in School

[Compulsory attendance](#) is required in Washington until the age of 18, unless the student is 16 years or older and meets additional criteria for emancipation, graduation, or certification ([RCW 28A.225.010](#)). Parents may choose to enroll a child in kindergarten at 5 years old, if the birthday occurred before August 31st of the same year, but kindergarten is not required under compulsory education. Similarly, a child must be 6 years of age to enroll in first grade.

How Do I Enroll My Student in School?

If this is the first time your child will attend this school, call the school and ask what you must bring with you to enroll your child and the best time to go to the school for enrollment. Consider that things will be busiest right before the school day starts, during lunch breaks, and as school is ending. Also find out if there is an on-site school nurse and the best time to reach that person.

- Proof of age (e.g., birth certificate or passport)
- Health history, including:

Primary Care Physician/Doctor’s

Name

Address

Phone Number

Dentist’s

Name

Address

Phone Number

- Proof of residency (e.g., utility bill, tax statement)
- Parent or guardian’s telephone numbers
- Child’s immunization records

If your child has attended another school, also provide:

- Withdrawal form or report card from the last school attended
- Expulsion statement

If Your Child Requires Medication or Treatment During School

[Schools are responsible for the health and safety of students during all school-related activities.](#) If a student has a condition that may require medication or treatment while at school, Washington state law ([RCW 28A.210.320](#) and [WAC 392-380](#)) requires additional steps before the student may begin attending school. The parent or guardian must:

- Provide the school with a written prescription and/or treatment plan from a licensed health care provider
- Provide the prescribed medication and/or equipment outlined in the treatment plan
- Create an Individualized Healthcare Plan with the school nurse

Schools may develop their own forms, so contact your child's intended school to get the correct forms and provide complete, accurate information.

If Your Family is Military-Connected and New to Washington

Military-connected families can learn about the education system in this PAVE article, [Help for Military Families: Tips to Navigate Special Education Process in Washington State.](#)

Washington [HB 1210-S.SL, School Enrollment-Nonresident Children from Military Families](#), allows advance enrollment of children of active-duty service members with official military orders transferring or pending transfer into the state. This means that qualifying children must be conditionally enrolled in a specific school and program and registered for courses. The parent must provide proof of residence within fourteen days of the arrival date listed in the military orders before the school will finalize the enrollment. The address on the proof of residency may be a temporary on-base detailing facility; a purchased or leased residence, or a signed purchase and sale or lease agreement; or military housing, including privatized and off-base housing.

Children with parents in the uniformed services may be covered by the [Interstate Compact on Educational Opportunities for Military Children](#), also known as MIC3, was created with the hope that students will not lose academic time during military-related relocation, obtain an appropriate placement, and be able to graduate on time. MIC3 provides uniform policy guidance for how public schools address common challenges military-connected students experience when relocating, including several issues related to enrollment. Learn more about how to resolve Compact-related issues with this [MIC3 Step-by-Step Checklist.](#)

[Learn more about When and How to Enroll a Student in School in this PAVE article.](#)