

**TRANSFER REQUEST APPLICATION**

All requests for transfer must be filed with the transferor school corporation (the school corporation within which the parent has legal settlement) on or before *April 1<sup>st</sup>* of the school year prior to the year for which the transfer would take effect. A transfer request shall be valid only for one (1) school year. A school corporation can grant a transfer only for one (1) year. A parent seeking transfer for a subsequent school year must submit a new transfer request application for each school year for which transfer is sought.

Date \_\_\_\_\_

Comes now, \_\_\_\_\_ (Parent, Guardian, or Custodian),

living at \_\_\_\_\_  
Street Address City Zip Code

should attend \_\_\_\_\_ within the Tippecanoe School Corporation (the Transferor School Corporation),

and asks that \_\_\_\_\_ \*Grade \_\_\_\_\_ Born \_\_\_\_\_  
\_\_\_\_\_ \*Grade \_\_\_\_\_ Born \_\_\_\_\_  
\_\_\_\_\_ \*Grade \_\_\_\_\_ Born \_\_\_\_\_

be transferred to \_\_\_\_\_ in the West Lafayette Community School Corporation (the Transferee School Corporation) for the 2021-2022 school year.

*\*The grade the student will be entering.*

**GROUND FOR TRANSFER**

Pursuant to 511 I.A.C.1-6-3, a student may only be granted a transfer if the request is conditioned upon at least one of the following reasons:

1. A curriculum offering of the transferee high school is necessary for the student's established academic or vocational aspiration and the same or a substantially similar curriculum offering is unavailable at the transferor's high school.
2. The transferee school offers courses that would allow the student to receive an Academic Honors Diploma, and the courses would otherwise be unavailable to that student if the student remained in the transferor school.



**RESPONSE OF TRANSFEROR CORPORATION**

It is my opinion that the above request(s) be **APPROVED / DENIED** (circle one) for the following reason(s): Subject to conditions of Tippecanoe School Corporation Policy 5111 and acceptance by West Lafayette Community School Corporation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent of Transferor School Corporation

**RESPONSE OF TRANSFEREE SCHOOL CORPORATION**

It is my opinion that the above request(s) be **APPROVED / DENIED** (circle one) for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent of Transferee School Corporation

**TRANSFER APPEAL TO THE INDIANA STATE BOARD OF EDUCATION**

To be used *only* when original request has been denied by the school corporation(s).

Appeal for approval of the request(s) for transfer is hereby made to the Indiana State Board of Education.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent, Guardian, or Custodian

\_\_\_\_\_  
Street Address City Zip Code

\_\_\_\_\_  
Home Telephone Work Telephone Fax Number

**Note:** This must be sent by *certified mail* to the Indiana State Board of Education, Room 229, State House, Indianapolis, Indiana 46204-2798, and to the superintendents of both the transferor and transferee school corporations within ten (10) days after the receipt of the school corporation's denial.

### PROMISSORY NOTE

I/We, \_\_\_\_\_, parents(s)/guardian(s) of  
 \_\_\_\_\_ promise to pay the cost  
 per pupil difference between Tippecanoe School Corporation and the West Lafayette Community School  
 Corporation for the \_\_\_\_\_ school year. I/We further promise to pay any amount due  
 within ninety (90) days of the billing date and any legal costs/fees incurred by Tippecanoe School  
 Corporation to collect any payments in arrears.

\_\_\_\_\_  
 Name (Print) Signature

\_\_\_\_\_  
 Street, City, Zip

\_\_\_\_\_  
 Date

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State of Indiana )  
 ) SS:  
 County of Tippecanoe )

Before me, a Notary Public in and for said County and State,  
 this \_\_\_\_\_ day of \_\_\_\_\_,  
 personally appeared \_\_\_\_\_ and, having been duly  
 sworn upon oath, affirmed the truth of foregoing under penalties of perjury.

**WITNESS** my hand and Notary Seal.

Notary Public: \_\_\_\_\_

County of Residence: \_\_\_\_\_

My Commission expires: \_\_\_\_\_