

TRANSFER STUDENTS – LOOGOOTEE COMMUNITY SCHOOLS

The Board of School Trustees recognizes that a parent of a child must be a legal resident of Loogootee Community Schools in order for the child to attend its schools.

The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws regarding student transfers shall be strictly enforced. A transfer student is one whose legal settlement is not within the boundaries of Loogootee Community Schools.

Requests by parents, guardians, or custodians of Indiana students who do not reside in Loogootee Community Schools but who wish to enroll their child in the school corporation will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the building level Principal and/or the Loogootee Community Schools Superintendent's Office. Transfers will be considered as received, with no grade level limits.
2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
3. The Board of School Trustees authorizes the Superintendent to accept all requests for a student to transfer into Loogootee Community Schools.

Under no circumstances will a transfer student be accepted for athletic reasons.

The building principal and superintendent shall deny a transfer request based on one or more of the following criteria:

1. The student has been suspended or expelled for 10 or more school days in the 12 months preceding the request for transfer.
2. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
3. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
4. The student was suspended or expelled for violating a drug or alcohol rule.

Students transferring to this Corporation from other schools or school corporations shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

The Superintendent of Schools shall develop the operational procedures and forms necessary for the implementation of this policy.

Legal References: I.C. 20-26-11-2, I.C. 20-26-11-6, I.C. 20-26-11-32, I.C. 20-26-11
REVISED: February 16, 2017

Loogootee Community School Corporation

Application for Out-of District Student Transfer

This application is for students wishing to attend Loogootee Community School Corporation (LCSC), but whose residence is located outside the geographical boundaries of LCSC.

A student's residence is defined as the place where a student lives with his/her parent(s) or legal guardian.

Parent should complete this section, sign, and present to building principal.

School Year: _____ Birthdate: _____ Application Date: _____

Student's Name: _____ Grade Level: _____

Parent's Names: _____

Address: _____

City, State ZIP: _____

School Last Attended: _____

Telephone: Home _____ Work _____ Cell _____

Reason for transfer to Loogootee: _____

Parents agree to the following:

- Provide transportation to and from the Loogootee Community Schools
- Pay all fees including book, course and cafeteria

Signature of Parent(s): _____ Date: _____

(OFFICE USE ONLY BELOW THIS LINE)

Transfer to the Loogootee Community School Corporation is:

_____ **Approved** _____ **Disapproved**

Signature of Building Principal: _____ Date: _____

(Principal should forward this form to superintendent's office after signature.)

Signature of Superintendent: _____ Date: _____

Transfer Students Required to Pay the Following:

- Book Rental/Fees
- Breakfast/Lunch Fees
- Any other Extra-Curricular and Student Activity Fees

Step #1

Student and parent must make appointment and meet with building principal. This completed application form should be presented to building principal in addition to the following:

Records documenting student's:

- Attendance at previous school
- Academic progress at previous school
- Birth certificate and current immunization records
- Credits completed (high school students)
- ISTEP+ Scores
- Any other information requested by the principal or superintendent including discipline reports

Attendance and discipline report **will not** be used to determine eligibility for enrollment except as noted in Step #3.

Step #2

Building principal will review student's records and verify student's school history with officials at student's previous school.

Step #3

Building principal and superintendent will make a decision on acceptance of transfer tuition student based upon the following:

1. Student's discipline record at previous school
 - a. A student who has been **suspended** or **expelled** during the twelve months preceding the student's request for transfer will be denied if suspension or expulsion was for any one of the following:
 - 1) ten or more days:
 - 2) a violation under IC 20-33-8-16 (possession of firearms, deadly weapons, or destructive devices):
 - 3) causing physical injury to a student, employee, or a visitor to the school; or
 - 4) a violation of a school corporation's drug or alcohol rules
2. Class size of the grade level in which the student is enrolling in the Loogootee Community School Corporation
 - a. Grade level capacities are determined annually as mandated by the IDOE
 - b. In the event that the number of new student transfer applicants exceeds the number of available spaces, a public drawing shall be held by the Board of School Trustees of the Loogootee Community School Corporation to determine which applicants will be enrolled. A waiting list of new student transfer applicants will be maintained for each grade

level in which capacity has been met or exceeded. Should the number of students in a given grade level drop below capacity prior to the application deadline, a public drawing will be scheduled and held to determine which student(s) will be enrolled.

- c. In the event that the number of new student transfer applications does not exceed the number of available spaces in a given grade level, new student transfer applicants will be admitted.