

COMMUNITY SCHOOL CORPORATION SOUTHERN HANCOCK COUNTY

PO Box 508

Fax: 317-861-2142

New Palestine, Indiana

317-861-4463

REQUEST FOR STUDENT ENROLLMENT PRIOR TO RESIDENCE

(Section #1: To be completed by Parents/Guardian)

I request that the following child/children be enrolled in the Southern Hancock Schools prior to established residency. I am in the process of constructing a home within the School Corporation's boundaries and will establish legal residency prior to the end of the first semester.

| Name | Grade | School |
|------|-------|--------|
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|---|--|---------------|--|
| I plan to establish residence in the school district on: | | | |
| Address of new residence (address, city, state) | | | |
| My current address is: (address, city, state) | | Phone: | |

(Section #2: To be completed by Builder)

My signature indicates that I am the builder for the person making this request and verify that this person is in the process of building a home located in the boundaries of Southern Hancock Schools. I estimate the house will be ready for occupancy by _____ (date). I am fully aware that I am a partner in this contract and I am aware that my client will be expected to pay student tuition if residency is not established by the end of the first school semester.

| | |
|------------------|--------------|
| | |
| Signature | Date |
| | |
| Company | Phone |

(Section #3: To be completed at meeting between the Superintendent and Parent)

I understand the special conditions under which the above student(s) is/are being permitted to enroll and am aware that I am totally responsible for the transportation to and from school until legal residency is established. I have been informed that the estimated tuition cost is \$ _____ and that in the event legal residence is not established by the end of the semester, I will be billed for the tuition cost. The Board of School Trustees advises parents not to enroll their children if there is a doubt that residency will not be established within the semester timeframe.

| | | |
|-------------------------------------|-------------|--------------|
| | | |
| Signature of Parent/Guardian | Date | Phone |

| | | |
|------------------------------------|--------------------|----------------------------|
| | | |
| Signature of Superintendent | Date Signed | Date Sent to School |

Application /Approval Procedures

1. Enrollment Prior to Residency form can be printed from the Corporation Website at <http://corp.newpal.k12.in.us> or can be picked up at the Corporation Office or any School Office during normal business hours.
2. Parent/Guardian completes Section #1 of the form.
3. Parent meets with Builder to have Section # 2 of the form completed.
4. Parent makes an appointment with the Superintendent so that Section #3 can be completed.
5. Once the form has all three signatures (parents, builder, and superintendent), parent takes a copy of the form to School(s) to register students for classes. *(Schools cannot register students until the form has been completed.)*
6. Parent/Guardian notifies both the Corporation Office (317-861-4463) and School(s) when residency has been established.

Please Note:

This form is a legal contract between the Parent/Guardian and School Corporation. Parent/Guardian should be aware that by signing this form, you are agreeing to pay tuition for all students listed if residency is not established by the end of the first school semester.

Tuition is based on the cost per student expenditures and is determined in July of each year. Any overpayment refund or an invoice for additional tuition, if necessary, will be sent in July after the cost per student for the current school year is calculated.

(Office Use Only)

| | |
|--|--|
| Date residency was established: | |
| Notified by: | |
| Date of Notification: | |