### 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 1st* 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, Gua	rdian, or Custodian),
living at				
_	Street Address	City		Zip Code
should attend		within the Tippecanoe	School Corpora	tion (the Transferor
School Corpo	ration),			
and asks that			*Grade	Born
			*Grade	Born
			*Grade	Born
be transferred	to		_ in the West La	fayette Community
School Corpo	ration (the Transfer	ree School Corporation) for	the 2023-2024 so	chool year.
*The grade the	student will be enter	ring.		

### **GROUNDS 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.

- 3. The transferor school is overcrowded and the transferee school is not. The overcrowded conditions at the transferor school must materially affect the student's opportunity to learn, while the conditions at the transferee school would be significantly less crowded.
- 4. The student has a medical condition that could be better accommodated by attending the transferee school rather than the transferor school. Attendance at the transferor school poses a risk of physical illness, while attendance at the transferee school would substantially reduce this risk. This would have to be supported by written documentation of two (2) persons holding unlimited licenses to practice medicine in Indiana who have personally examined the student.
- 5. The transferor school is not fully accredited by the State Board of Education, *and* the student's request is related to the reason that the transferor school has probationary accreditation status.

Please indicate below which of the grounds for transfer listed above is being asserted on behalf of the

the student(s). (The term "better accomm	etail why the transfer is necessary to better accommodate modated" is not defined beyond the direct relationship nore of the five (5) circumstances listed immediately above
"Better accommodated" is not synonymous	s with convenience.)
Home Phone:	
Cell:	
Email:	
Signed:	Date

Parent, Guardian, or Custodian

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## **RESPONSE OF TRANSFEROR CORPORATION**

It is my opinion that the above request(s) be <b>AP</b>	<b>PROVED / DENIED</b> (circle one) for the
following reason(s): Subject to conditions of Tij	ppecanoe School Corporation Policy 5111 and
acceptance by West Lafayette Community Scho	ol Corporation.
Signed:Superintendent of Transferor School Co	Date:
RESPONSE OF TRANSFERI	EE SCHOOL CORPORATION
It is my opinion that the above request(s) be AP	PROVED / DENIED (circle one) for the
following reason(s):	
Signed:	Date:
Superintendent of Transferee School Co	

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### 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, o	r 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.

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# 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) day	ys of the billing date and any legal costs/fees
incurred by Tippecanoe School Corporation to collec-	t any payments in arrears.
Name (Print)	Signature
Street, City, Zip	
Date	
State of Indiana )	
) SS:	
County of Tippecanoe )	
Before me, a Notary Public in and for said County an	d State,
this day of	, personally appeared
	and, having been duly sworn upon oath,
affirmed the truth of foregoing under penalties of perj	jury.
WITNESS my hand and Notary Seal.	
Notary Public:	
County of Residence:	
My Commission expires:	

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