

Shoals Community School Corporation

Application for Out-of-District Student Transfer

This application is for students wishing to attend Shoals Community Schools, but whose residence is located outside the geographical boundaries of the Shoals Community School Corporation.

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 Shoals – _____

Parents agree to:

- * Provide transportation to and from the Shoals Community Schools.

Signature of parent(s) - _____

Date - _____

Transfer Students Required to Pay the Following:

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

Student Transfer Deadline: May 30th

Step #1

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

- 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 reports **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:

- student's discipline record at previous school
 - 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:
 - ten or more days;
 - a violation under IC 20-33-8-16 (possession of firearms, deadly weapons, or destructive devices);
 - causing physical injury to a student, employee, or a visitor to the school; or
 - a violation of a school corporation's drug or alcohol rules
- class size of the grade level in which the student is enrolling in the Shoals Community School Corporation
 - grade level capacities are indicated on the previous page
 - 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 Shoals 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.
 - In the event that the number of new student transfer applicants does not exceed the number of available spaces in a given grade level, new student transfer applicants will be admitted prior to the application deadline until capacity is reached.

Parents will be notified of transfer tuition decision on or before July 20 for requests made prior to the start of a new school year. Decisions on transfer tuition requests made during the school year will be made as soon as possible.

Transfer to the Shoals Community School Corporation is:

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

Signature of Building Principal - _____
(Principal should forward this form to superintendent's office after signature)

Date - _____

Signature of Superintendent - _____

Date - _____

Considered for approval by the Board of School Trustees of the Shoals Community School Corporation
July 11, 2013