

Student Out of District Transfer (ODT)

Request Form

2023-2024 School Year



- **This form is to be completed for students NOT currently enrolled in SCSC** (including all incoming ODT Kindergarten Requests)
- **Current, previously approved, ODT Students must complete the ODT Survey**
Please call (812)246-3375 with any questions.

Requirements

- This form must be completed by the student’s legal guardian.
- This form should include ALL children in your household that you would like to enroll in SCSC.
- Forms received by May 1, 2023, will be approved providing the student qualifies and ODT capacity exists. Forms received after May 1, 2023, will be approved with Superintendent and Principal permission.
- Transportation of a transfer student is the parent’s responsibility. SCSC will only provide transportation to ODT students if the home address is within the ODT Board approved routes.

Parent/Legal Guardian Information

- A. Last Name: _____ First Name: _____
- B. Address: _____

- C. Permanent Residence Subdivision Name: _____
- D. School Corporation where student(s) currently attend(s): _____
- E. Phone #1: _____ Phone #2: _____

Student Name	Date of Birth	Grade 23-24	Special Education? (Y or N)	Language Minority? (Y or N)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

A. Why are you seeking to enroll in Silver Creek School Corporation?

B. Has the student ever been subject to disciplinary action related to school suspension, expulsion, or attendance? If yes, please explain the reason for such action, the date(s) of occurrence(s), and the discipline carried out by the school.

C. Please attach an IEP, ILP, or 504 Plan for Special Education, Language Minority, or 504 students.

Summary of Transfer Regulations

1. Pursuant to IC 20-26-11-32, SCSC may limit the number of new transfer students. Transfer requests may not be approved if grades or schools have no transfer slots available or if a student has past concerns associated with attendance or behavior.
2. Tardiness, absences, and/or disciplinary concerns may lead to revocation of the transfer approval at any time during the school year.
3. There is no guarantee, implied or otherwise, of future attendance boundaries or transfer approvals.
4. Transfer students from out of state will be charged tuition applicable to the current school year of admission.

By signing, I affirm that I have completed this form completely and truthfully and I accept the Summary of Transfer Regulations. I also understand that any inaccuracies in the information submitted may result in a denied (or revocation of an approved) request.

Parent/Guardian Signature Date Email

Office/District Use Only

Date Application Received: _____

Principal Action: ___ Approved ___ Pending ___ Denied

Principal Signature: _____ Date: _____

Principal Action: ___ Approved ___ Pending ___ Denied

Principal Signature: _____ Date: _____

Superintendent Action: ___ Approved ___ Pending ___ Denied

Superintendent Signature: _____ Date: _____

If applicable, reason for Pending or Denial:

