

# *Monroe-Gregg School District*

135 South Chestnut Street  
Monrovia, IN 46157  
Phone (317) 996-3720  
Fax (317) 996-2977



---

---

## STUDENT TRANSFER APPLICATION FOR ENROLLMENT

Students who do not reside in the Monroe-Gregg School District and wish to enroll in the school system as transfer students will be considered in the following manner:

1. Application for admission as a transfer student should be submitted to school building office no later than July 12, 2024.
2. The Superintendent and the Building Principal will review the request for acceptance or rejection of the application based on:
  - A. Availability of space
  - B. Availability of programs
  - C. Impact on teaching personnel
  - D. Corporation funding levels
  - E. Student's attendance patterns
  - F. Student's behavior records per IC 20-26-11-32
3. A student may be accepted if his/her needs can be accommodated with current staffing and program offerings and whose enrollment does not adversely affect the programming for resident students.
4. Transfer applications will be accepted or rejected on an annual basis. Applications must be submitted each year. Pursuant to policy, by June 30, the Board will establish the number of transfer students that can be accepted in each building/grade level. In the event a cap is reached, a lottery will be held to determine acceptance for new students.
5. The Board delegates authority to the Superintendent to deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year if the student meets the criteria per Board Policy 5111.
6. The administrative staff will act upon the request for admission and inform the applicant of the decision to accept or reject the application.
7. All transportation, fees if applicable, lunches, etc. will be the responsibility of the parent or guardian.

2024-2025  
ANNUAL NON-RESIDENT  
STUDENT TRANSFER APPLICATION  
(This form must be completed each year for admission prior to enrollment)

In order for a non-resident student to attend Monroe-Gregg School District, this application must be completed and approved according to the attached guidelines. Parents/guardians may make application for enrollment beginning April 1, 2024 for the 2024-2025 school year.

The available openings for transfer students will be limited and will be offered on a first come – first served basis. **It is the responsibility of the parent/guardian to provide attendance, discipline and academic records from their child's current school for 1<sup>st</sup> time applicants.** This information will be used in the application review process.

Student's Name	Parent or Guardian
Grade Level for 2024-2025	Home Address
Student's Date of Birth	City and Zip
School Attended in 2023-2024	Email Address
	Phone Number

To better serve our students and families, please answer the following questions: We are seeking information that will help our school district continue to grow and serve students. The questions have no bearing on student application approval.

What is your #1 reason for choosing M-GSD? \_\_\_\_\_  
In your opinion, what is our #1 strength \_\_\_\_\_ and #1 weakness \_\_\_\_\_?

Parent or Guardian Agreement

*By signing below, I hereby state that I have read and understand the above stipulated conditions including the attached application guidelines, and I agree to abide by all of these conditions. I understand that approval to attend on a transfer basis is for one school year only. In addition, I understand that I am responsible for all transportation, athletic fees, lunches, etc., and I give school personnel permission to contact the previous school noted above.*

**Student's current attendance, discipline, and academic records are attached for review.** \_\_\_\_\_  
(This pertains to 1<sup>st</sup> time applicants and/or new students)

\_\_\_\_\_  
Date Parent or Guardian Signature

**APPROVAL MUST BE RECEIVED PRIOR TO ENROLLMENT**

GUIDANCE:	APPROVED	DENIED	Date _____	Signature _____
PRINCIPAL:	APPROVED	DENIED	Date _____	Signature _____
SUPERINTENDENT:	APPROVED	DENIED	Date _____	Signature _____

YOUR APPLICATION HAS BEEN **APPROVED**, as of \_\_\_\_\_ PLEASE PROCEED WITH ENROLLMENT.

UNFORTUNATELY, YOUR APPLICATION HAS BEEN **DENIED** AT THIS TIME. Date: \_\_\_\_\_