

STUDENT ADMISSION/ENROLLMENT

Annual verification of legal settlement/ability to enroll must generally¹ be provided by a parent/legal guardian of a student seeking enrollment through the following documentation:

1. Parent/legal guardian must provide *both* an Indiana driver's license or state ID with current address *and* one of the following:
 - a. deed;
 - b. building permit;
 - c. rental agreement;
 - d. mortgage statement;
 - e. current lease (including term, address of leased property, name and phone number of the lessor, name of the lessee and a listing of tenants);
 - f. property tax statement in the parent/legal guardian's name and at an address in the Corporation boundaries or elsewhere in the state of Indiana, in cases where the student qualifies to transfer into the school corporation;
 - g. or other reliable identification documents (as determined by the Corporation) indicating residency.
2. Parent/legal guardian must also provide one of the following:
 - a. current water bill,
 - b. gas bill,
 - c. electric bill,
 - d. auto insurance bill,
 - e. bank statement, or
 - f. pay stub with address in the parent/legal guardian's name and for an address in the Corporation boundaries or elsewhere in the state of Indiana, in cases where the student qualifies to transfer into the school corporation.
3. If, and only if, the parent/legal guardian and student are living with another family member or individual residing in the Corporation's geographic boundaries, and the parent/legal guardian cannot verify residency through number 1, the parent/legal guardian can provide a sworn and notarized statement from the legal resident of the home in the Corporation's boundary attesting to the Parent/legal guardian and Student's residency.

¹ Exceptions exist, including McKinney-Vento/homeless students, foreign exchange students, children of active military, and placement by the Indiana Department of Child Services, the Indiana Family and Social Services Administration, the courts, or any other government agency. See C125-E IDOE 2024 guidance on Verification of Residency for Membership and Policy C150 Homeless Students for further information.

In the event that a notarized statement of residence is provided, the Parent/legal guardian must still provide two of the documents from number 2 above. Parents, a legal guardian, or an eligible student shall be advised what is required for enrollment at the time of the family's inquiry.

The last school attended by the student shall be contacted at the time of the inquiry and requested to send all appropriate records.

If the last school attended indicates no record of the student's attendance, or the records are not received within fourteen (14) days of the date of request, or if the student does not present documentary evidence, the principal shall immediately notify the law enforcement agency where the student resided and the County Sheriff's Department that s/he may be a missing child.

Immunization requirements are to be in accordance with Policy.

Transfer Students

Students without legal settlement in the Corporation may be enrolled in compliance with Policy and state law. Transfer students shall apply for enrollment by the deadline established by the Board; however, transfer requests may be granted year round.

When a transfer student applies for enrollment, a committee consisting of the building administration and school counselor(s) shall review each application to ensure the student meets statutory criteria and capacity designations.

Under Indiana law, the Superintendent or designee may deny a request from a transfer student or discontinue enrollment currently or in the subsequent school year if student has had a history of absences and the Corporation believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled with the Corporation.

High school students transferring from another school corporation must submit an official transcript from the sending school in order for the student to receive credit for course work. Report cards will not be considered sufficient evidence for granting credit toward graduation.

I.C. 20-26-11-2
I.C. 20-26-11-2.5
I.C. 20-26-11-32

Bluffton-Harrison Metropolitan School District

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