Book	Administrative Guideline Manual
Section	5000 Students
Title	OPEN ENROLLMENT
Code	ag5112.001
Status	Active
Adopted	February 12, 2026

5112.001 **- OPEN ENROLLMENT**

I. APPLICATION SUBMISSION

A. Applications must be received no later than July 1 for Semester 1 attendance.

B. Applications may be submitted to the Central Office or emailed directly to the Superintendent at ldumezich@griffith.k12.in.us.

C. If capacity has not been met, applications may be accepted after July 1 at the discretion of the Superintendent until the SO-student cap is reached.

D. If more than fifty (50) students seek transfer tuition, a lottery or random drawing will be held to determine which students will be admitted as per IC 20-26-11-32.

II. REQUIRED RECORDS

A. Official attendance and discipline records from the prior school corporation must be submitted with the application.

B. The Superintendent reserves the right to contact the prior school for clarification or verification.

III. PARENT RESPONSIBILITY

Parents/Guardians are responsible for monitoring their student's attendance and discipline to ensure continued compliance with statutory and policy requirements.

Parents are responsible for transportation of their child to and from school. Griffith Public

Schools will NOT transport out of district students.

IV. ANNUAL REVIEW AND NOTICE

A. The Superintendent or designee shall conduct the annual review.

B. Parents shall be notified in writing no later than July 1 whether the student continues to qualify for transfer status or no longer meets criteria.

C. The Superintendent's determination is final and not subject to appeal.