



WASHINGTON COMMUNITY SCHOOLS

301 E. South St., Washington, IN, 47501 - 812 254-5536

Date Request Submitted: _____

REQUEST FOR TRANSFER FROM NON-RESIDENT STUDENT

Parents who reside outside the Washington Community School Corporation and wish to enroll their child(ren) in the Washington Community School Corporation must complete this form. This completed form, along with all required information, must be submitted to the Central Office. **Transportation is not provided for transfer students.**

Child's Name: _____ Grade Level (at time of enrollment): _____

Parent's Name: _____ Phone: _____

Address: _____

District/school currently attending: _____

Does your child require any supportive services? (Circle all that apply): Medical Plan IEP 504 Plan

Does your child play high school sports? (If yes, please list) _____

Reason for transfer request: (Attach additional pages if necessary) _____

The following items must be submitted to the Central Office for transfer consideration. Please see the attached Student Admission Policy for additional information.

- Transcripts/Grades
- Standardized test scores
- Attendance record
- Discipline records

Students who are approved for a transfer must reapply annually by June 1. Continued approval will be based on the student's academic standing, attendance, and discipline record for the current school year. **Approval is contingent upon continued compliance with district policies and may be revoked at any time if expectations are not met.**

Parent Signature

Date

Non-Discrimination Statement: Washington Community Schools does not discriminate on the basis of age, race, color, religion, national origin, creed, ancestry, gender, marital status, limited English proficiency, or disability in its educational programs or activities.

-----**Washington Community Schools Office Use Only**-----

____ Transfer Approved ____ Transfer Denied: _____

Transfer District Superintendent's Signature: _____ Date: _____

I M A G I N E * A C H I E V E * M A S T E R

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In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with I.C. 20-26-11-32 and the following procedure:

- A. By August 1, the Board will establish the number of transfer students that can be accepted in each building and grade level.
- B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.
- C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:
 - 1. has been enrolled in the Corporation in the prior school year;
 - 2. is a member of a household in which any other member of the household is a student in the transferee school; or
 - 3. has a parent who is an employee of the Corporation who currently resides in Indiana and has a salary of at least \$8,000 or \$3,000 earned due to being included an employee in the extracurricular portion of the Corporation's collective bargaining agreement and the Corporation has the capacity to accept the student.
- D. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

Pursuant to State law, the Board may 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:

- A. during the preceding twelve (12) months, the student has been suspended or expelled for:
 - 1. ten (10) or more school days;
 - 2. possession of a firearm, deadly weapon, or a destructive device;
 - 3. causing physical injury to a student, school employee, or visitor to the school; or
 - 4. a violation of the Corporation's drug or alcohol rules.
- B. the student has had a history of unexcused absences, and the Board believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled in the Corporation.

All due process procedures applicable to Corporation students who are subject to discipline, including the expulsion procedure in I.C. 20-33-8-19, apply to transfer students during the school year. (See Board Policy 5610 - Suspension and Expulsion of Students)

For purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) and I.C. 20-26-11-32(j) shall be included in the calculation of the number of school days that a student has been suspended.

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 listed above.

Transportation will not be provided by the Corporation for transfer students accepted for enrollment unless the transfer student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.