

Transfer Non-Resident Student Requests

The Board of School Trustees recognizes that a parent of a child must be a legal resident of the North Montgomery Community School Corporation in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly enforced. A transfer student is one whose legal settlement is not within the boundaries of the North Montgomery Community School Corporation. Requests by parents, guardians, or custodians of Indiana students who do not reside in the North Montgomery Community School Corporation but who wish to enroll their child in the school corporation will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the host school within the North Montgomery Community School Corporation prior to August 1. A transfer request initiated by the prescribed deadline, will be approved/denied by NMCSC within five (5) days of North Montgomery's annual new student registration. Transfers will be considered on a yearly basis.
2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
3. Capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student will be admitted or a random drawing will be necessary to determine who will be accepted. A random drawing will take place in a public meeting of the school board when the number of eligible transfer applicants exceeds the capacity of the grade level. When determining capacity space needed for resident students, current transfer students, siblings of such students, and employees' children will be taken into consideration.

Under no circumstances will a transfer student be accepted for athletic reasons.

The building principal and superintendent shall deny a transfer request based on one or more of the following criteria:

1. The student has been suspended or expelled for more than 10 school days in the 12 months preceding the request for transfer.
2. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
3. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.

4. The student was suspended or expelled for violating a drug or alcohol rule.

Students transferring to this Corporation from other schools or school corporations shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

The school corporation, through the authority of the superintendent or his designee, has the right to terminate any enrollment of a non-resident student for severe disciplinary reasons, habitual truancy, or for other reasons that the school district deems to be in the best interest of the school corporation. In these rare instances, the student in question will be encouraged to enroll in the school district in which the said student has legal settlement.

The Superintendent of Schools shall develop the operational procedures and forms necessary for the implementation of this policy.

Legal References: I.C. 20-26-11-2

I.C. 20-26-11-6

I.C. 20-26-11-32

The Board of School Trustees authorizes the Superintendent to accept all requests for a student to transfer into the North Montgomery Community Corporation. If the student is enrolled prior to the fall semester ADM count date, transfer tuition will **not** be required to be paid. If the cash transfer student is enrolled after the fall semester ADM count date, transfer tuition will be required to be paid.

Legal Reference: I.C. 20-26-11-2

Board adopted 8-26-13

Request for Student Transfer

(Please print or type)

Date of Request: _____ Start Date Requested: _____

Student Name: _____ Upcoming School Year Grade: _____

Student Name: _____ Upcoming School Year Grade: _____

Student Name: _____ Upcoming School Year Grade: _____

Current School District Student(s) attending: _____

Current School District/School student should attend: _____

Parent/Guardian Name(s) _____

Address: _____

City, State, Zip: _____

Home Phone Number: _____ Cell: _____

Email Address: _____

Parent/Guardian Name: _____

(other legal)

Address: _____

City, State, Zip: _____

Home Phone Number: _____ Cell: _____

Email Address: _____

Type of Transfer Request: (check one) Elementary Students only -Inner District (EL only) ___ Transfer Outside ___

Explanation of Request: (attach additional pages if needed)

Parent/Guardian states that he/she has read the attached Transfer Policy and verifies that the above student(s) meets the eligibility criteria for enrollment. Parent/Guardian further grants Permission to NMCSC to Request Information from Resident School.

Signature Date

Must be returned to school principal no later than August 1st of the upcoming school year.

Request Recommended: _____

Request denied: _____

Recommended by School Principal

Date

Approved by Superintendent

Date