

NON-RESIDENT STUDENT ADMISSION

The Board of School Trustees recognizes that a child must be a legal resident of the West Central School Corporation in order to attend its schools. The Board further recognizes that extenuating circumstances often arise and there are justifiable reasons to allow admission to a non-resident student.

Therefore, if a parent, guardian, or custodian of a student who does not reside in the West Central School Corporation requests the enrollment of their child, the following will be considered:

- ➤ Non-resident enrollment is for educational reasons
- ➤ Non-resident student is in good standing in their resident school corporation (academic, attendance, and discipline)
- ➤ Parent agrees to provide transportation to and from school

The Superintendent of Schools shall develop the operational procedures and forms necessary for the implementation of this policy. Written procedures and forms appear in the Administrative Handbook.

It is the intent of the Board that all applicable policies and laws shall be strictly enforced in regard to student transfers.

NON-RESIDENTIAL STUDENT ENROLLMENT PROCEDURES

The following procedure and criteria will be used for accepting transfer students. A transfer student is one whose legal settlement is outside the boundaries of the West Central School Corporation.

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the West Central School Corporation Administrative Office. Transfers will be considered on an annual basis. 1 (a) If circumstances exist which allow a student to enroll after the ADM count day, a cash transfer tuition, fee equal to the State Tuition Support amount, will be assessed.
2. A complete copy of the student's discipline records, academic transcript, and attendance records must be submitted prior to consideration.
3. The administrative team will review the application and requested materials.
4. Following the review of the written documentation an interview will be scheduled with the student and the parent.
5. Once the interview has been conducted, a recommendation will be developed by the administration as to whether or not to honor the transfer request. The following criteria will be used in determining appropriate action:
 - a. The student must be able to provide his/her own transportation to and from the school. Students must arrive on time and be picked up immediately following school dismissal or immediately following the conclusion of school sponsored activities.
 - b. Classroom enrollment will be a consideration as to not place an undue burden on the corporation.
 - c. A student may be accepted if his/her needs can be accommodated with current staffing and program offerings as to not place an undue burden on the corporation.
 - d. Under no circumstances will a transfer student be accepted for athletic reasons.
6. The administrative team will forward their recommendation to the Superintendent and notify the applicant of the final determination.

ENROLLMENT APPLICATION
FOR
NON-RESIDENT STUDENT

Name of student

School Corporation of
Legal Residence

Parent/Guardian

Address: _____

Birth Date of Student

Grade Level () for 20__ / 20__

Please give the reasons for your desire to transfer to the West Central School Corporation

Items to be presented with this application:

Academic Records _____
Attendance Records _____
Discipline Records _____

What day and time of day is most convenient for you and your child to participate in an interview? (day) _____ (time) _____

Parent's Signature

Student's Signature