#### STUDENT TRANSFER POLICY

The Board of School Trustees recognizes that a child must be a legal resident of the Tippecanoe Valley School Corporation in order to attend its schools. The Board further recognizes that extenuating circumstances often arise and it is for these cases that the following regulations have been adopted.

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

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

Requests by parents, guardians, or custodians of Indiana students who do not reside in the Tippecanoe Valley School Corporation but who wish to enroll their child in the school system will be considered for enrollment if:

- Non-resident enrollment is for educational reasons. Under no circumstances will a transfer student be accepted for athletic reasons;
- The non-resident student is in good standing in their resident school corporation;
- Parents, guardians, or custodians agree to provide transportation to and from the school. The student must be able to arrive on time and be picked up immediately following school dismissal or immediately following the conclusion of the school sponsored activity in which the student participates; and
- When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Tippecanoe Valley School Corporation.

A non-resident student requesting permission to transfer to the Tippecanoe Valley School Corporation must complete the APPLICATION FOR PERMISSION TO TRANSFER and submit it to the Tippecanoe Valley School Corporation's Administration Office prior to July 1.

Transfers will be considered on a yearly basis. The previous year's enrollment in the Tippecanoe Valley School Corporation will be a consideration in the decision whether or not to grant permission to transfer.

The decision on acceptance of a non-resident student will be based upon:

- The student's attendance and academic record at the previous school:
- The student's disciplinary record at the previous school;
- Class size of the grade level in which the student is enrolling in the Tippecanoe Valley School Corporation; and
- The transfer shall not place an undue burden on the Tippecanoe Valley School Corporation.

The Principal and Superintendent shall be granted the discretion to grant or deny any and all transfer requests. The Board reserves the right to refuse non-resident transfer students.

Students transferring to the Tippecanoe Valley School Corporation from other schools or school systems shall be placed in those classes or those grade levels for which their previous educational experiences appear to qualify them. The Tippecanoe Valley School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation. All services will be provided within the boundaries of the Tippecanoe Valley School Corporation.

Transfers to other school corporations by the Tippecanoe Valley School Corporation will be made only if required by State regulations.

Legal References: I.C. 20-26-11-2 Date Adopted: November 17, 2008

I.C. 20-26-11-6 Date Revised: December 12, 2011

I.C. 20-26-11-5

# APPLICATION FOR PERMISSION TO TRANSFER INTO THE TIPPECANOE VALLEY SCHOOL CORPORATION

## **General Information:**

Student's Name (First, Middle Initial, Last)	Age	Date of Birth	Date of Application
School Applying to Attend	Grade		School Year
Name of Parent/Guardian			Telephone/Cell Phone
Address of Parent/Guardian		E-Mail Ad	dress of Parent/Guardian
Name of Person Student Will Reside With	Relations	ship to Student	
Address of Student if Different from Parent/Guardian			Telephone/Cell Phone
Address of Person Student Will Reside With (if not parent/guardian)			Telephone/Cell Phone
Name and Address of Place of Employment of Parent	/Guardian		Telephone
School History: (Student must submit a copy of his/l	her most re	cent report card o	r academic transcript)
Name and Address of School Last Attended			Grade Last Attended
Name of Principal of School Last Attended			Telephone
Date of Withdrawal Reason for Leaving			
Disciplinary Record: List any activities or behaviors, in student has been disciplined in previous schools.	cluding att	tendance and ta	rdies, for which the
Has the student ever been suspended from school?	Yes	No If yes	, explain when and why.

Has the student ever been expelled from school or recommended for expulsion? Yes No If yes, describe the offense(s) and the circumstances of the expulsion(s), including dates.
Has the student any current or past involvement with the juvenile justice system, including referrals, adjudications, informal probations, or dismissals? Yes No If yes, provide a description of the offense, when it occurred, where it occurred, and the name of the probation/parole officer.
History of Special Education Services:
Is the student currently receiving special education services? Yes No
Has the student ever received special education services? Yes No
If yes, please provide an explanation of the special education services provided:
Reason for Transfer Request:  The applicant must submit a written explanation of why permission to transfer into the Tippecanoe Valley School Corporation is desired. This should include academic goals and objectives and any additional information that will be helpful in determining the acceptability of the applicant into the Tippecanoe Valley School Corporation. The written application for a student in grades 6-12 is to be completed by the student. A parent/guardian may complete the written application for a student in grades K-5.

### **Applicant Signatures:**

Transfer tuition will be waived for non-resident students enrolled prior to the September Average Daily Membership (ADM) count. Transfer tuition will also be waived for non-resident students who enroll after the September ADM count and whose parent/guardian signs an agreement based on the commitment the non-resident student will attend the Tippecanoe Valley School Corporation the entire following school year. When applicable, the parents, guardians, or custodians agree to pay transfer tuition in a timely manner as established by the Tippecanoe Valley School Corporation. Tuition payments are estimated based on costs of the prior school year. Tuition is calculated after the end of the fiscal year and a tuition statement will be mailed at that time. Tuition payments are further subject to audit by the State Board of Accounts and may be adjusted further at the time of the audit.

I hereby certify the information and documentation contained in this application is true and accurate. I understand that any false information provided by the applicant and/or attempts to deceive or mislead the Tippecanoe Valley School Corporation will result in the denial of the application and the immediate dismissal of the student if he/she is currently enrolled in the Tippecanoe Valley School Corporation.

Signature of Parent/Guardian Responsible for Payment of Transfer Tuition		Date	
Address of Parent/Guardian Responsible for Payment of Transfer Tuition		Telephone/Cell Phone	
Signature of Studen	nt		Date
*****	*********	*************	*****
Decision of Prin	ncipal and Superin	tendent:	
PERMISSION:	GRANTED	DENIED	
Signature of Princip	al		Date
Signature of Superior	ntendent of Schools		Date
Comments or Speci	ial Instructions:		
Principal	ardian dent of Schools n Treasurer		Form Revised 1/28/12

#### **TIPPECANOE VALLEY SCHOOL CORPORATION**

Brett R. Boggs, Superintendent 8343 S State Road 19 Akron, IN 46910

Phone: 574-353-7741 Fax: 574-353-7743

#### REQUEST FOR STUDENT INFORMATION

The student(s) listed below is requesting permission to transfer into the Tippecanoe Valley School Corporation as a non-resident student. The application process includes the submission of the following school history information:

Name of School Student Currently Attends	Address/P.O. Box Number				
Printed Name of Principal & Signature	Telephone Number	City, State	Zip Code		
NAME OF STUDENT(S)	GRADE Spec	Please Initial i			
		Yes*	No		
		Yes*	No		
		Yes*	No		
*If initialed as receiving special education/spedisability and the services currently received:		olease list the stud	ent's area(s) of		
Please provide a copy of student's most rece Please provide documentation of any activitie the student has been disciplined in your scho	es or behaviors, including	·	ardies, for which		
Has the student ever been suspended from s documentation of when and why.	•	If yes, please	attach		
Has the student ever been expelled from sch yes, please attach documentation of when ar		xpulsion? Yes	No If		
Has the student any current or past involvem adjudications, informal probations, or dismiss documentation of the offense, when it occurre officer.	als? Yes No	_ If yes, please at	tach		
I hereby grant permission to have my student Tippecanoe Valley School Corporation as pa Tippecanoe Valley School Corporation.					
Signature of Parent or Guard	dian		Date		
Please Send Information to: Brett R. Boggs, Tippecanoe Val	Superintendent lley School Corporation				

8343 S State Road 19

Akron, IN 46910 APPLICATION FOR PERMISSION TO TRANSFER (1/28/12)