

TRI-TOWNSHIP CONSOLIDATED SCHOOL CORPORATION

POLICY

REGARDING

ADMISSION OF NON-RESIDENT STUDENTS OPEN ENROLLMENT

Transfer Students

Transfer of non-resident students will be considered any time during the school year. However, it is generally in the best interest of the student to transfer at the beginning of the school year at the semester. It is the policy of the Tri-Township Consolidated School Corporation not to charge transfer tuition for students to attend LaCrosse or Wanatah School.

1. Non-resident students are defined as those whose parents reside outside the boundaries of the Tri-Township Consolidated School Corporation. Acceptance of non-resident students is a discretionary matter for the Schools. When the Schools choose to accept non-resident students, it shall be done on the following conditions:
 - a. The student needs to be of suitable character, have a good discipline record, and hold a C average.
 - b. Space must be available in the grade level at the requested school. No section or class will be overcrowded by their attendance.
 - c. No increase of staff will be required.
 - d. The student will accept placement in the grade and school designated.
 - e. Limited English Proficient (LEP) students will be required to take an English proficiency test prior to consideration for admission.
 - f. Exceptional circumstances, other than those listed here, may be considered in accepting students for admission.
 - g. Parents may be required to provide transportation for transfer student(s).
2. Foreign exchange students who are part of a recognized foreign exchange program may be admitted under exceptional circumstances.
3. Students whose parents are in the process of moving to the School District may be enrolled under exceptional circumstances.
4. Exceptional circumstances:
 1. Changes in Legal Settlement
If a resident student's legal settlement is changed after the start of school, s/he may finish the current school year even if the legal residence of the parent/guardian

changes prior to the end of the student's junior year. Transportation responsibility must be assumed by the parent/guardian.

2. Hardship Cases

Non-resident children who are living with district residents may be enrolled at any time pending receipt of transfer from the Department of Public Welfare or the Court.

Approved: 6/11/2012
8/14/2017

Procedures for Acceptance of Transfer Students

1. Parents will complete the Student Transfer Request Form and submit it to the School Principal requesting that their child be accepted as a transfer student.
2. The Superintendent refers the request to the appropriate building principal to investigate and determine whether that child will be accepted. We do not accept students who are not in good standing in their resident district.
3. The Principal will complete the Student Transfer Investigation Sheet and inform the Superintendent in writing that the student should be accepted or not accepted.
4. After discussion with and approval of the Superintendent, the Principal will inform the parent as to the decision to accept or not accept their child as a transfer student
5. The student, once approved for enrollment, will be permitted to attend classes.
5. It is the responsibility of the building Principal to monitor all transfer students.

Tri-Township Consolidated School Corporation

Student Transfer Request Form

LaCrosse School
PO Box 360
LaCrosse, IN 46348
219-754-2461 Phone
219-754-2511 Fax

Wanatah School
309 School Drive
Wanatah, IN 46390
219-733-2815 Phone #
219-733-9974 Fax

I am requesting that my child(ren) be granted enrollment in the Tri-Township Consolidated School Corporation.

- | Student Name (First & Last) | Grade in 20__ - 20__ | Present School & Phone # |
|-----------------------------|----------------------|--------------------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

Reason for Transfer Request: _____

I am requesting enrollment in the following school(s) Wanatah School (K-8)
 LaCrosse School (9-12)

Acceptance of non-resident students is a discretionary matter for the Schools. When the Schools choose to accept non-resident students, it shall be done on the following conditions:

- a. The student needs to be of suitable character, have a good discipline record, and hold a C average in graded system.
- b. Space must be available in the grade level at the requested school. No section or class will be overcrowded by their attendance.
- c. No increase of staff will be required.
- d. The student will accept placement in the grade and school designated.
- f. Limited English Proficient (LEP) students will be required to take an English proficiency test prior to consideration for admission.
- g. Exceptional circumstances, other than those listed here, may be considered in accepting students for admission to Tri-Township Schools.
- h. Parents may be required to provide transportation for transfer student(s).

Parents/Guardian Name _____

Address _____

Phone # Home _____ Work _____
Cell _____

I understand and agree to the enrollment criteria and conditions and consent to release of records/information from current school. (Signature required)

Parent Signature _____

Date _____

Tri-Township Consolidated School Corporation

STUDENT TRANSFER INVESTIGATION SHEET

20____ - 20__ School Year

Date of Request _____ Date of Investigation _____

Name of Student _____

Address of Student _____

Phone # of Student _____ Grade for the new school year _____

Parent's Name _____ Parent's Daytime Phone # _____

Reason for transfer request _____

Last School Attended _____

Person Contacted at last school attended _____

Academic Grade Point from Last School Year _____

List attendance issues, if any _____

Information regarding discipline background _____

Is English primary speaking language? ____ Yes ____ No

If No, did student take and pass the English proficiency test? ____ Yes ____ No

Is student a special needs student? ____ Yes ____ No

Recommendation by Principal _____

Signature of Principal _____