

# Greenwood Community School Corporation

## Application for New 2018-19 Out of District Student Transfers

This application is for students wishing to attend Greenwood Community Schools but whose residence is located outside the geographical boundaries of the Greenwood Community School Corporation. A student's residence is defined as the place where a student lives with his or her parent(s) or legal guardian(s).

### **Initial Application Deadline: May 1, 2018**

*If grade level capacities are not reached, applications may still be accepted after May 1<sup>st</sup>.*

### **Grade Level Capacity Limits: Will be determined by May 1, 2018**

#### **Step #1**

Parent must submit completed application and ALL records requested below to the Superintendent's office before any transfer consideration will be given.

Records documenting a student's:

- Attendance at previous school
- Academic progress at previous school
- Birth certificate and current immunization records
- Credits completed (high school students only)
- ISTEP+ scores
- Updated discipline records

*Attendance and discipline reports **will not** be used to determine eligibility for enrollment except as noted in Step #3.*

#### **Step #2**

Building principal or Superintendent/Designee will review student's records and verify student's school history with officials at student's previous school(s).

#### **Step #3**

Building principal and superintendent will make a decision on acceptance of transfer student based upon:

- Student's discipline record at previous school: A student who has been **suspended** or **expelled** during the twelve months preceding the student's request for transfer will be denied if suspension or expulsion was for:
  - ten or more days;
  - a violation under IC 20-33-8-16 (possession of firearms, deadly weapons, or destructive devices)
  - causing physical injury to a student, employee, or a visitor to the school
  - a violation of a school corporation's drug or alcohol rules
- Indiana state law allows school districts to take into consideration unexcused absences a student has accumulated for initial placement or continued enrollment.
- Class size of the grade level in which the student is enrolling at Greenwood Community Schools. Grade level capacities as determined by May 1, 2018.
  - In the event that the number of new student transfer applicants exceeds the number of available spaces, a public drawing shall be held by the Greenwood Community School Corporation Board of Education to determine which applicants will be enrolled. A waiting list of new student transfer applicants will be maintained for each grade level in which capacity has been met or exceeded. Should the number of students in a given grade level drop below capacity, a public drawing will be scheduled and held to determine which student(s) will be enrolled.
  - In the event that the number of new student transfer applicants does not exceed the number of available spaces in a given grade level, new student transfer applicants will be admitted until capacity is reached.

# Greenwood Community School Corporation

## Application for New 2018-19 Out of District Student Transfers

This application is for students wishing to attend Greenwood Community Schools but whose residence is located outside the geographical boundaries of the Greenwood Community School Corporation. A student's residence is defined as the place where a student lives with his or her parent(s) or legal guardian(s).

Parent or legal guardian should complete this section, sign, and present application to the Superintendent's Office located at 605 West Smith Valley Road, Greenwood, IN 46142.

School Year: 2018-2019 Application Date: \_\_\_\_\_

Student Name \_\_\_\_\_ Anticipated Grade Level in 2018-19: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Home School District: \_\_\_\_\_

Parent/Legal Guardian Name(s): \_\_\_\_\_

Is parent/legal guardian an employee of Greenwood Community School Corporation? Yes No

Address: \_\_\_\_\_ City, State and Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### School(s) attended in the last year:

School 1 Name: \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_

School 2 Name: \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_

School 3 Name: \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_

### \*List siblings of this student currently applying for out-of-district transfer status (if applicable):

Sibling 1 Name: \_\_\_\_\_ Anticipated Grade in 18-19: \_\_\_\_\_

Sibling 2 Name: \_\_\_\_\_ Anticipated Grade in 18-19: \_\_\_\_\_

Sibling 3 Name: \_\_\_\_\_ Anticipated Grade in 18-19: \_\_\_\_\_

\*A separate application must be completed for **each student** requesting a transfer to Greenwood Community Schools.

**Enrollment of nonresident students and continued enrollment of nonresident students may be denied based on disciplinary issues. Please answer the following:**

Has this student been suspended or expelled for 10 (ten) or more school days in the past twelve (12) months?	Yes	No
Has this student been expelled for firearms, destructive devices or weapons in the last twelve (12) months?	Yes	No
Has this student been suspended or expelled for causing physical injury to a student, school employee, or visitor to the school in the past twelve (12) months?	Yes	No
Has this student been suspended or expelled for a violation of the home school or previous school's drug or alcohol rules in the past twelve (12) months?	Yes	No

**ELEMENTARY ONLY: At the elementary level, placement of out of district transfers will be at the discretion of the school district. Parents may request a specific school placement understanding that the ultimate decision rests with the school district. A request for placement may be made below:**

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

**Parent(s)/Legal Guardian(s) agree to:**

- Provide transportation to and from Greenwood Community Schools.

**Signature of parent(s)/guardian(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

**Transfer to the Greenwood Community School Corporation is:** Approved  Disapproved

Signature of Building Principal \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_ Date: \_\_\_\_\_