

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
I.C. 20-26-11-6
I.C. 20-26-11-5

Date Adopted: November 17, 2008
Date Revised: December 12, 2011

**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
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School Applying to Attend	Grade	School Year
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Name of Parent/Guardian	Telephone/Cell Phone
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Address of Parent/Guardian	E-Mail Address of Parent/Guardian
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Name of Person Student Will Reside With	Relationship to Student
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Address of Student if Different from Parent/Guardian	Telephone/Cell Phone
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Address of Person Student Will Reside With (if not parent/guardian)	Telephone/Cell Phone
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Name and Address of Place of Employment of Parent/Guardian	Telephone
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School History: (Student must submit a copy of his/her most recent report card or academic transcript)

Name and Address of School Last Attended	Grade Last Attended
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Name of Principal of School Last Attended	Telephone
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Date of Withdrawal	Reason for Leaving
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Disciplinary Record: List any activities or behaviors, including attendance and tardies, for which the student has been disciplined in previous schools.

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:

The cost of transfer tuition will be waived for all approved non-resident transfer students.

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 Non-resident Transfer Student	Date
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Address of Parent/Guardian Responsible for Non-resident Transfer Student	Telephone/Cell Phone
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Signature of Student
Date

Decision of Principal and Superintendent:

PERMISSION: GRANTED DENIED

Signature of Principal	Date
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Signature of Superintendent of Schools
Date

Comments or Special Instructions: _____

Copy to: Parent/Guardian
Superintendent of Schools
Principal
Corporation Treasurer

Form Revised 6/7/13

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	<u>Please Initial if Receiving</u> Special Education/Speech & Hearing	
_____	_____	_____ Yes*	_____ No
_____	_____	_____ Yes*	_____ No
_____	_____	_____ Yes*	_____ No

*If initialed as receiving special education/speech & hearing services, please list the student's area(s) of disability and the services currently received:

Please provide a copy of student's most recent report card or academic transcript.

Please provide documentation of any activities or behaviors, including attendance and tardies, for which the student has been disciplined in your school and previous schools.

Has the student ever been suspended from school? Yes_____ No_____ If yes, please attach documentation of when and why.

Has the student ever been expelled from school or recommended for expulsion? Yes_____ No_____ If yes, please attach documentation of when and why.

Has the student any current or past involvement with the juvenile justice system, including referrals, adjudications, informal probations, or dismissals? Yes_____ No_____ If yes, please attach documentation of the offense, when it occurred, where it occurred, and the name of the probation /parole officer.

I hereby grant permission to have my student's current school send the above information to the Tippecanoe Valley School Corporation as part of the Application for Permission to Transfer into the Tippecanoe Valley School Corporation.

Signature of Parent or Guardian

Date

Please Send Information to: Brett R. Boggs, Superintendent
Tippecanoe Valley School Corporation
8343 S State Road 19
Akron, IN 46910

APPLICATION FOR PERMISSION TO TRANSFER (6/7/13)