

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

School Applying to Attend Grade School Year

Name of Parent/Guardian Telephone/Cell Phone

Address of Parent/Guardian E-Mail Address of Parent/Guardian

Name of Person Student Will Reside With Relationship 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/her most recent report card or 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, 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.

TIPPECANOE VALLEY SCHOOL CORPORATION
Blaine Conley, Superintendent
8343 S State Road 19
Akron, IN 46910
Phone: 574-598-2759
Fax: 574-598-2773

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:

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Name of School Student Currently Attends	Address/P.O. Box Number		
<hr/>	<hr/>		
Printed Name of Principal & Signature	Telephone Number	City, State	Zip Code
<hr/>	<hr/>	<hr/>	<hr/>
NAME OF STUDENT(S)	GRADE	<u>Please Initial</u> if Receiving Special Education/Speech & Hearing	
<hr/>	<hr/>	____ Yes*	____ No
<hr/>	<hr/>	____ Yes*	____ No
<hr/>	<hr/>	____ 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
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Please Send Information to: Blaine Conley, Superintendent
 Tippecanoe Valley School Corporation
 8343 S State Road 19
 Akron, IN 46910