

Phone 219-567-9161
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NON-RESIDENTIAL STUDENT ENROLLMENT APPLICATION

Name of Student:

School Corporation of Legal Residence

Name of Parent/Guardian

Address

Birth Date of Student

Phone Number:

Student Grade Level for the 20____ - 20____ School Year

Please give the reasons for your desire to transfer to the West Central School Corporation.

Please include the following items with this application:

- Academic Records
- Attendance Records
- Discipline Records

What day and time are most convenient for you and your child to participate in an interview?

Day: _____

Time: _____

Student Signature

Date

Parent's Signature

Date

Submit this completed application and submit with appropriate materials to your child's school office.

NON-RESIDENTIAL STUDENT ENROLLMENT PROCEDURES

The following procedure and criteria will be used for accepting transfer students. A transfer student is one whose legal settlement is outside the boundaries of the West Central School Corporation.

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the West Central School Corporation Administrative Office prior to July 1. Transfers will be considered on an annual basis.
 - a. If circumstances exist which allow a student to enroll after the ADM count day, a cash transfer tuition, fee equal to the State Tuition Support amount, be assessed.
2. A complete copy of the student's discipline records, academic transcript, and attendance records must be submitted prior to consideration.
3. The administrative team will review the application and requested materials.
4. Following the review of the written documentation an interview will be scheduled with the student and the parent.
5. Once the interview has been conducted, a recommendation will be developed by the administration as to whether or not to honor the transfer request. The following criteria will be used in determining appropriate action:
 - b. The student must be able to provide his/her own transportation to and from the school. Students must arrive on time and be picked up immediately following school dismissal or immediately following the conclusion of school sponsored activities.
 - c. Classroom enrollment will be a consideration as to not place an undue burden on the corporation.
 - d. A student may be accepted if his/her needs can be accommodated with current staffing and program offerings as to not place an undue burden on the corporation.
 - e. Under no circumstances will a transfer student be accepted for athletic reasons.
6. The administrative team will forward their recommendation to the Superintendent and notify the applicant of the final determination.