

TRANSFER STUDENTS

The following criteria will be used for accepting transfer students. A transfer student is one whose legal settlement is not within the boundaries of the Clinton Prairie School Corporation.

1. The number of transfer students the Clinton Prairie School Corporation has the capacity to accept is:
 - a. Elementary Building – Total Capacity of 820
 - b. Jr./Sr. High Building – Total Capacity of 650

2. If the number of transfer requests received prior to June 14, exceeds the building capacity established in item 1, the school board of trustees will determine which students will be admitted as transfer students to each school building and each grade level within the school building by a random drawing in a public meeting.
 - a. Transfer applicants are exempt from the random drawing in the following circumstances:
 - i. The applicant is a member of a household in which any other member of the household is a student in Clinton Prairie Schools; or
 - ii. The applicant has a parent who is an employee of the school corporation.

3. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the Clinton Prairie School Corporation Superintendent's Office prior to June 14th. Transfers will be reviewed on a yearly basis.
 - a. A one page letter indicating why the student wishes to transfer to Clinton Prairie School Corporation should accompany the transfer application. The letter should be written by students applying for enrollment in the Jr./Sr. High School and by the parents applying for enrollment of their child in the elementary.

4. Students will be denied transfer enrollment if the student has been suspended (as defined in IC 20-33-8-7) or expelled (as defined in IC 20-33-8-3) during the twelve months preceding the student's request to transfer:
 - a. For ten or more school days cumulative.
 - b. For a violation under IC 20-33-8-16.
 - c. For causing physical injury to a student, a school employee, or a visitor to the school.
 - d. For a violation of the school corporation's drug or alcohol rules.

5. The parent of a student for whom a request to transfer is made is responsible for providing the school corporation with records or information necessary for the school corporation to determine whether the request to transfer may be denied under item 4.
6. Students will not be admitted as transfer students if the primary reason for the transfer is athletic.
7. Students who transfer to Clinton Prairie Schools for the purpose of enrolling in special curriculum must meet the same eligibility criteria required of all students who attend the school building that offers the special curriculum.
 - a. Special curriculum is defined as a course of study embracing subject matter or a teaching methodology that is not generally offered to students of the same age or grade level in the same school corporation. This definition DOES NOT include the following:
 - i. A course of study or a part of a course of study designed solely for special education or limited English language proficiency.
 - ii. A course of study or part of a course of study in which any student is unable to participate because of the student's limited financial resources.
8. It is the responsibility of the transfer student to:
 - a. comply with all conditions as set forth in the Board of Education Policy Manual and the Student/Parent Handbook for the respective school the child is enrolling.
 - b. pay all textbook rental and associated school fees associated with the student's enrollment.
 - c. provide his/her own transportation to and from the school.
 - d. 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.

DATE ADOPTED: August 19, 2008
DATE EFFECTIVE: August 19, 2008
REVISED: February 16, 2010
REVISED: March 15, 2011
REVISED: March 20, 2012
REVISED: March 19, 2013
REVISED: June 18, 2013

Transfer Request Application for Non-Resident Student

*****New Students Only*****

Student Name: _____ **Date of Birth:** _____

2017-2018 Grade Level: _____

School Corporation of Residence: _____

Parent/Guardian Name: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ **Email:** _____

Has this student been suspended or expelled during the twelve months preceding this request to transfer?

Yes _____ No _____

Is the primary reason this student is transferring to Clinton Prairie School Corporation athletics?

Yes _____ No _____

By initialing the following, you understand it is your responsibility to:

- _____ comply with all conditions as set forth in the Board of Education Policy Manual and the Student/Parent Handbook for the respective school the child is enrolling.
- _____ pay all textbook rental and associated school fees associated with the student's enrollment.
- _____ provide his/her own transportation to and from the school.
- _____ 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.
- _____ provide attendance, discipline, and academic records including special education information.

Jr. High and High School Students: Students shall write a one page letter indicating why they are requesting the transfer.

Elementary Students: Parents shall write a one page letter indicating why they are requesting the transfer.

Parent Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Application Received By: _____ *Date Received:* _____