

## Student Transfer Request Process

Parents wishing to request a transfer of their child(ren) to the West Lafayette Community School Corporation (WLCSC) shall follow these procedures:

- 1) Contact the superintendent's office of **your** local school district in which you reside and request a transfer application. **Applications are due April 1.**
  
- 2) If your local district administration approves the transfer application to allow your child(ren) to transfer to WLCSC, then **they will send the transfer application to:**

*Superintendent's Office  
West Lafayette Community School Corporation  
1130 N. Salisbury Street,  
West Lafayette, IN 47906*

- 3) **By the end of June or early July** of each school year, the WLCSC administration will notify you if your transfer request has been approved or denied. This decision is based on the number of students enrolled at each grade level who live within the school boundaries of the WLCSC and the number of open seats, if any, available at each grade level.
  
- 4) Typically, previous transfer students will have first priority to any available open seats in each grade level unless there have been attendance and/or discipline issues.
  
- 5) Transfer Tuition and billing inquiries can be made by contacting your local school district in which you reside.

This is a reminder that each year parents who wish their child(ren) to transfer and continue each year at WLCSC must follow the above the process and complete the transfer request **by April 1** with their local district. If their local school district denies the request, the children cannot transfer to the WLCSC. To assure the children's enrollment in the WLCSC, parents should consider moving into the WL school district.

If you have any questions about transfer request process, feel free to contact the WLCSC office at 765-746-1602.