

STUDENT ADMISSION/ENROLLMENT

Annual verification of legal settlement/ability to enroll must generally¹ be provided by a parent/legal guardian of a student seeking enrollment through the following documentation:

1. a current utility bill or telephone bill (dated within sixty (60) days of student enrollment)
2. a current bank statement (dated within sixty (60) days of student enrollment)
3. a current rental/lease agreement or mortgage statement (dated within sixty (60) days of student enrollment)

Copies of these documents shall be retained by the Corporation in each student's cumulative file.

The last school attended by the student shall be contacted at the time of the inquiry and requested to send all appropriate records.

If the last school attended indicates no record of the student's attendance, or the records are not received within fourteen (14) days of the date of request, or if the student does not present documentary evidence, the principal shall immediately notify the law enforcement agency where the student resided and the County Sheriff's Department that s/he may be a missing child.

Immunization requirements are to be in accordance with Policy.

Transfer Students

Students without legal settlement in the Corporation may be enrolled in compliance with Policy and state law. Transfer students shall apply for enrollment by the deadline established by the Board; however, transfer requests may be granted up to the state of Indiana's fall student count day (generally the second Friday of September) of the school year if capacity allows. No transfer requests shall be entertained after fall count day for a particular school year.

When a transfer student applies for enrollment, a committee consisting of the Superintendent or his or her designee, the high school principal, middle school principal, and elementary school principal shall review each application to ensure the student meets statutory criteria and capacity designations. This committee shall make recommendations to the Board.

¹ Exceptions exist, including McKinney-Vento/homeless students, foreign exchange students, children of active military, and placement by the Indiana Department of Child Services, the Indiana Family and Social Services Administration, the courts, or any other government agency. See C125-E IDOE 2024 guidance on Verification of Residency for Membership and Policy C150 Homeless Students for further information.

Under Indiana law, the Superintendent or designee may deny a request from a transfer student or discontinue enrollment currently or in the subsequent school year if student has had a history of absences and the Board believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled with the Corporation. The committee and Board shall consider, at a minimum, 5 absences per semester or 10 absences per school year as "a history of absences." Students who have been absent 5 or more days in the current or previous semester, or 10 or more days in the current or previous school year, may have their transfer status denied or revoked.

High school students transferring from another school corporation must submit an official transcript from the sending school in order for the student to receive credit for course work. Report cards will not be considered sufficient evidence for granting credit toward graduation.

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I.C. 20-26-11-2.5

I.C. 20-26-11-32

School Corporation

Adopted: [date]

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