

CLAY COMMUNITY SCHOOLS
OUT OF DISTRICT TRANSFER REQUEST

Students and parents are expected to follow all legal, policy and administrative requirements of the State of Indiana and Clay Community Schools, including Appendix T of the School Board Policy Manual (see attached), and to pay all applicable transfer fees as indicated by the Transfer Tuition Statement, as prescribed by the Indiana State Board of Accounts. Clay Community Schools reserves the right to allow or deny acceptance of students living outside school corporation boundaries. Building level administrators will contact the previous school corporation in which the student last attended prior to acceptance of student transfers to the Clay Community Schools.

Student Name: _____

Age: _____ Grade: _____

Parent Name: _____

Address: _____

Telephone #: (Home) _____ (Work) _____ (Cell) _____

Name of School and School Corporation Last Attended: _____

Address of School Last Attended: _____

Telephone Number of School Last Attended: _____

School to Which Student Wishes to Transfer: _____

Please provide your reasons why you want to transfer your child to Clay Community Schools:

I have read Appendix T of the Clay Community Schools School Board Policy Manual and agree to follow all applicable policies, rules, and laws of the State of Indiana and the Clay Community Schools. In addition, I agree to pay any applicable transfer tuition to the school corporation in a timely manner.

Signature of Parent

Date

Transfer approved by Assistant Superintendent _____ Yes _____ No

Signature of Assistant Superintendent

Date

Reasons for acceptance or denial are as follows:

Signature of Superintendent

Date

Copy to: Building principal
Business manager

**APPENDIX T
POLICY 6150**

ADMINISTRATIVE GUIDELINES for PUBLIC SCHOOL TRANSFER STUDENTS

Students who do not have legal settlement in the Clay Community Schools District of Clay County and wish to enroll in the school system as out of district transfer students will be considered based on the requirements outlined in HB No. 1381 which is effective as of July 1, 2013 and codified as I.C. 20-26-11-32.

- A. The Student Admission Form for Out of District Transfer Requests must be submitted to:
Assistant Superintendent of Clay Community Schools
1013 S. Forest Avenue
Brazil, IN 47834
- B. Student Admission Form for Out of District Transfer Requests and required document(s) need to be received by September 7. General admittance for new transfer requests must include discipline records of the previous twelve months.
- C. When all required documents have been received, the Assistant Superintendent will review the request for acceptance or rejection of the request based on the criteria outlined in HB No. 1381.
- D. Clay Community Schools will not deny a student request based on the student's:
 - ✓ Transcripts and/or copy of permanent record with history of grades,
 - ✓ Scores on ISTEP+ tests,
 - ✓ Disciplinary record (see below for exception),
 - ✓ Any other factor not related to capacity.
- E. The Corporation will deny a request for transfer if, in the previous twelve months prior to the student's request, the student was:
 - ✓ Suspended or expelled for ten or more school days,
 - ✓ Expelled for firearms, destructive devices, or weapons,
 - ✓ Suspended or expelled for causing physical injury to a student, school employee, or a visitor to the school, or
 - ✓ Suspended or expelled for a violation of the home school corporation's drug or alcohol rules.
(See *Disciplinary Record* HB No. 1381 for more information)
- F. The parent of the student making the request is responsible for informing Clay Community Schools about any of the discipline issues outlined above. If the parent does not provide this information or is not truthful, the transfer student will be removed from Clay Community Schools.
- G. Under no circumstance is a transfer student to be accepted for athletic reasons.
- H. The parents, guardians, or custodians agree to provide transportation to and from the school(s) being attended.
- I. The Corporation has set the following transfer caps in the grade levels below:
 - ✓ Grades K-3: 200 students
 - ✓ Grades 4-5: 200 students
 - ✓ Grades 6-9: 200 students
 - ✓ Grades 10-12: 200 students
- J. Parents may request a specific elementary school, but assignments will be made based on grade level enrollments at each building.
- K. If a sibling has been accepted and placed at an elementary school, other sibling(s) will be placed at the same school.
- L. If the corporation receives more transfer students than capacity, admission will be determined by lottery with priority given to children of corporation employees and household members of current transfer students as outlined in HB No. 1381. These students will be accepted prior to the annual lottery.
- M. The annual lottery will take place at a public board meeting which will be held the second Thursday in September. Each student's request form will be assigned a number and will be randomly selected at this board meeting.
- N. All parents and/or guardians of students in the lottery will be notified by letter if placement was made.
- O. Transfer applicants will be accepted or rejected on an annual basis and applications will be subject to review prior to the opening of school each year.
- P. Non-discrimination Statement: It is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, limited English proficiency, or social or economic background, in its programs and activities.

DATE ADOPTED: November 13, 2008 REVISED: November 14, 2013 REVISED: July, 2015