

## TRANSFERS WITHIN THE NORTHEAST SCHOOL CORPORATION

The purpose of this policy is to address requests from parents who desire to transfer their child to another school in the corporation. Transfer request forms are available in the front office of each school or on the corporation website. Parents desiring to change schools must complete the request form and **submit it to the superintendent's office for processing**. Incomplete forms will be returned for completion. Transfer requests must be approved by the principals of the home and receiving schools and the superintendent before a student may change schools.

A condition of every approved transfer is the requirement that the student maintain prompt and regular attendance, that the student maintain good behavior, and that the parent cooperate with the receiving school. A transfer request may be denied if the transfer would result in overcrowding and/or if in the judgment of the administration, the transfer would not be in the best interest of the student and/or the school.

**Transfers are effective for the beginning of a semester.** A request to transfer made after the beginning of a semester will not be considered for that semester except under extenuating circumstances. Transfer requests will be accepted between April 1 and August 1 for the fall semester. Transfer requests for the spring semester will be accepted between October 1 and December 15 of each school year.

**Transportation will be provided by the school corporation for intra district transfers.**

**However, students will have to change or transfer buses at least two times each day. Also, students may arrive late to school and have to leave school early to catch the transfer bus.**

In evaluating each transfer request NESC will consider:

- Individual needs of the student and reason as provided on the transfer request;
- Student's behavior and attendance history;
- Overall effect the transfer will have on the home and receiving school;
- A family request to have similar age siblings attend the same school;
- Building capacity and planned renovation projects;
- A student who has moved to another school attendance area and wants to remain in the current school he/she has been attending;
- Teacher allocations and class size (25 for grades K-3 and 28 for grades 4 and 5; and/or
- Other factors relevant to a particular transfer request.

Transfers may be revoked by the school principal if disciplinary or attendance rules are violated, if there is a lack of academic progress, or if there is a lack of parental cooperation at the new school.

# REQUEST FOR INTRA-DISTRICT TRANSFER OF SCHOOLS

Student Name      Last      First      Middle  
\_\_\_\_\_ Current Grade \_\_\_\_\_  
\_\_\_\_\_ Current Grade \_\_\_\_\_  
\_\_\_\_\_ Current Grade \_\_\_\_\_

School Currently Attending \_\_\_\_\_

Parent/Guardian  
Name(s) \_\_\_\_\_

Mailing address \_\_\_\_\_

Physical Address if different \_\_\_\_\_

City/Zip \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_ Home) \_\_\_\_\_

(Work) \_\_\_\_\_ (Email) \_\_\_\_\_

Reason for Request to Transfer:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Office Use Only

Home School Principal \_\_\_\_\_ Date: \_\_\_\_\_

Receiving Principal \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Director \_\_\_\_\_

Superintendent \_\_\_\_\_

Approved: \_\_\_\_\_ Denied \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Date Application was received: \_\_\_\_\_

Time Application was received: \_\_\_\_\_

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