

The Board of School Trustees recognizes that a parent of a child must be a legal resident of the Rossville Consolidated School District in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly enforced. A transfer student is one whose legal settlement is not within the boundaries of the Rossville Consolidated School District.

School Employee Requests

Requests for transfer made by any school employee for his or her own child(ren) will be accepted prior to any other requests for student transfer provided there is capacity in the grade level in the building as determined annually by the Board of School Trustees. If there is not adequate capacity in a grade level to accept all of the transfer requests, a verifiable random selection process will be conducted in a public meeting of the school board to determine who will be accepted.

Other Transfer Student Requests

If there is capacity remaining after the acceptance of school corporation employees' transfer requests, parents, guardians, or custodians who are not school corporation employees of Indiana students who do not reside in the Rossville Consolidated School District but who wish to enroll their child in the school corporation may request a transfer and will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the Rossville Consolidated School District Superintendent's Office prior to the deadline for acceptance of transfers as determined by the school board. Transfers will be considered on a yearly basis.
2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
3. Capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student will be admitted or a verifiable random selection process will be necessary to determine who will be accepted. The random selection process will take place in a public meeting of the school board when the number of eligible transfer applicants exceeds the capacity of the grade level. When determining capacity space needed for resident students, current transfer students, siblings of such students, and employees' children will be taken into consideration.
4. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent.

Under no circumstances will a transfer student be accepted for athletic reasons.

The building principal and superintendent shall deny a transfer request based on one or more of the following criteria:

1. The student has been suspended or expelled for more than ten (10) school days in the twelve (12) months preceding the request for transfer.
2. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding twelve (12) months.
3. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
4. The student was suspended or expelled for violating a drug or alcohol rule.
5. The student has a history of unexcused absences and based upon the location of the student's residence, attendance of the student would be a problem if enrolled in the school corporation.

Students transferring to this Corporation from other schools or school corporations shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

The Board of School Trustees authorizes the Superintendent to accept all requests for a student to transfer into the Rossville Consolidated School District. If the transfer student is enrolled prior to the fall ADM count date, transfer tuition will not be required to be paid. If the cash transfer student is enrolled after the fall ADM count date, transfer tuition will be required to be paid.

LEGAL REFERENCE: I.C. 20-26-11-2
I.C. 20-26-11-6
I.C. 20-26-11-6.5
I.C. 20-26-11-32

DATE ADOPTED: June 5, 2001

DATE REVIEWED: February 21, 2006
May 12, 2015

DATE REVISED: August 19, 2008
July 7, 2009
June 1, 2010
August 6, 2013
August 8, 2017
September 11, 2018

**Rossville Consolidated School District
TRANSFER REQUEST APPLICATION FOR NON-RESIDENT STUDENT**

Student's Name: _____

Parent's Information:

| | |
|-------------------------|---------------------------|
| Parent's Name | Parent's Telephone Number |
| Mailing Address | Physical Address |
| City, State, & Zip Code | City, State, & Zip Code |

Transferring Information: {Provide information about the school you are transferring from:}

| | |
|-------------------------|---------------------------|
| School Name | Last Semester Enrolled |
| Mailing Address | School's Telephone Number |
| City, State, & Zip Code | School Corporation |

Student Information:

| | | |
|---------------|---------------------|----------------------|
| Student's Age | Current Grade Level | Last Grade Completed |
|---------------|---------------------|----------------------|

Please Respond to the Following Questions:

- Has the Student Been Suspended or Expelled for More than Ten (10) School Days
In the Twelve (12) Months Preceding the Request for Transfer? Yes No
- Has the Student Been Suspended or Expelled for Possessing a Firearm, Deadly
Weapon, Or Destructive Device in the Preceding Twelve (12) Months. Yes No
- Has the Student Been Suspended or Expelled for Causing Physical Injury to a Student,
School Employee, or Visitor to the School. Yes No
- Has the Student Been Suspended or Expelled for Violating a Drug or Alcohol Rule. Yes No
- Has the Student a history of unexcused absences and based upon the location
of the student's residence, attendance of the student would be a problem if enrolled
in the school corporation. Yes No

If you answered yes to any of the above questions, please explain the circumstances on an attached sheet of paper.

A student requesting transfer to either the middle school or the high school shall write a one page letter indicating why they want to transfer. Parents of an elementary school age child shall write a one page letter indicating why they are requesting the transfer.

Please sign below to authorize the Rossville School Officials to contact your school for further information about your child.

| | |
|---------------------|--------------------|
| Student's Signature | Parent's Signature |
|---------------------|--------------------|

Please Complete this Form and Return to: Superintendent
Rossville Consolidated School District
PO Box 11
Rossville, IN 46065-0011

Rossville Consolidated School District

PRINCIPAL/ADMINISTRATIVE TEAM INTERVIEW FORM

This form will be completed by the principal after the receipt of the Transfer Request Application for Non-Resident Student.

Student's Name: _____

Parent's Information:

Parent's Name Parent's Telephone Number
Mailing Address Physical Address
City, State, & Zip Code City, State, & Zip Code

Requesting Transfer From: _____

Student Information:

Student's Age Student's Current Grade Level Last Grade Completed

Student-Parent-School Interview

Date of Interview: _____

Individuals involved in the interview: _____

- The principals initials indicate a positive response to the statement.
Copy of Board Policy has been provided to the parents (Principal Initials)
Student/Parent has the ability to transport the student to/from school ensuring the student will be on time and picked up promptly (Principal Initials)
The student has not been suspended or expelled for more than ten (10) school days in the twelve (12) months preceding the request for transfer? (Principal Initials)
The student has not been suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding twelve (12) months. (Principal Initials)
The student has not been suspended or expelled for causing physical injury to a student, school employee, or visitor to the school. (Principal Initials)
The student has not been suspended or expelled for violating a drug or alcohol rule. (Principal Initials)
The student does not have a history of unexcused absences and based upon the location of the student's residence, attendance of the student would not be a problem if enrolled in the school corporation. (Principal Initials)
Grade level enrollment can accommodate the student's enrollment (Principal Initials)
The transfer is not for athletic reasons (Principal Initials)

Administrator Recommendation: _____ (Approved) _____ (Denied)

Superintendent Recommendation: _____ (Approved) _____ (Denied)

Rossville Consolidated School District
RESPONSIBILITIES FORM FOR NON-RESIDENT TRANSFER STUDENT

I, _____, am accepting full responsibility, including financial responsibilities,
(Print name of parent/legal guardian)

as the parent/legal guardian of _____, for the _____ school year.
(Print name of student) (School year)

If the transfer is approved, I agree to the following conditions:

1. The student shall comply with all conditions as set forth in the Board of Education Policy Manual, including but not limited to Section 516 - Transfer Students, and the Student/Parent Handbook for the respective school which applying.
2. The student shall provide his/her own transportation to and from the school.
3. The student must 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.
4. The student and parent are acknowledging that the reason for the transfer is not for athletic reasons.

Parent's Information:

| | |
|-------------------------|---------------------------|
| _____ | _____ |
| Parent' Name | Parent's Telephone Number |
| _____ | _____ |
| Mailing Address | Physical Address |
| _____ | _____ |
| City, State, & Zip Code | City, State, & Zip Code |
| _____ | _____ |
| Parent SS # | Parents Date of Birth |

Parent's Signature

Student's Signature

Please Complete this Form and Return to:

Superintendent
Rossville Consolidated School District
PO Box 11
Rossville, IN 46065-0011