



**EAST
PORTER
COUNTY**

SCHOOL CORPORATION

Transfer Student Information &
Registration Packet

2019-2020 School Year



Dear Parents:

Thank you for your interest in enrolling your child in our schools. We are pleased that you selected East Porter to partner with you in providing a high-quality education for your child.

Students who do not live in the school district, but who would like to attend our schools, must complete a Transfer Request application no later than August 1 of the upcoming school year. Since we are obligated to first enroll the students who live in our school district, we may not be able to inform you of whether your application has been approved until school registration has been completed. On-line registration for current students and students who live in East Porter County will take place July 15 to August 2. The principal may be able to determine before the end of on-line registration if a newly enrolling transfer student can be accepted. If so, on August 2, there will be an in-person registration event for newly enrolling elementary transfer students and the same opportunity for middle and high school students. If you are not able to register on August 1 or 2, you will be notified of admittance no later than August 6. School starts on August 14. You should not withdraw your child from his or her current school until you have been notified that your application has been approved.

Please refer to the transfer students enrollment policy and procedures for complete information about enrolling your child in East Porter County.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Aaron J. Case".

Dr. Aaron J. Case
Superintendent

Enrolling as a Transfer Student

The East Porter County School Corporation accepts for enrollment students who do not live within the school corporation boundaries. Please review the school board policy and criteria for acceptance described in the 2019-2020 Transfer Student Information & Registration Packet. Please contact the principal of the school in which you wish to enroll your child if you have questions.

School	Principal	E-mail address	Telephone number
Kouts Middle/High School	Mr. Tom Stoner	tom.stoner@eastporter.k12.in.us	766-2231
Kouts Elementary School	Mrs. Patti Eich	patti.eich@eastporter.k12.in.us	766-2231
Morgan Township Middle/High School	Mr. Chris George	chris.george@eastporter.k12.in.us	462-5883
Morgan Township Elementary School	Mrs. Jessica Niebel	jessica.niebel@eastporter.k12.in.us	462-5883
Washington Township Middle/High School	Mrs. Sue Lipinski	sue.lipinski@eastporter.k12.in.us	464-3598
Washington Township Elementary School	Mr. Rik Ihssen	rik.ihssen@eastporter.k12.in.us	464-3598

Non-Resident Cash Transfer Student Admission

The School Board establishes the following policy to accept transfer students. A transfer student is one whose legal settlement is not within the boundaries of East Porter County School Corporation. This policy applies only to situations where parents are choosing to transfer their child(ren) to East Porter County Schools and not to other statutory transfers.

When known, application for enrollment of non-resident students must be received by the school principal by August 1 of the upcoming school year. Final determination of acceptance for transfer will be made after school registration has been completed in August for the upcoming school year. Enrollment of non-resident students may be permitted once the school year has begun subject to the conditions described in this policy.

Conditions:

Requests by parents, guardians, or custodians of Indiana students who do not reside in the East Porter County School Corporation but who wish to enroll their child in the school corporation will be considered for enrollment under the following conditions:

1. A \$200 transfer application rate per student will be paid by the parents in advance of the student attending school.
2. If a student enrolls after the Average Daily Membership (ADM) count day in September, the state tuition support amount not received by the school corporation will be charged in addition to the transfer application rate.
3. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
4. 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 random drawing will be necessary to determine who will be accepted. A random drawing 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.

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 10 school days in the 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 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.

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.

Transfer students will not be eligible for academic awards such as Valedictorian or Salutatorian if they were not enrolled in the East Porter County School Corporation for all of their Junior and Senior years.

Non-Resident Cash Transfer Student Admission Procedure

Under the Non-Resident Cash Transfer Student Admission policy, the School Board of the East Porter County School Corporation authorizes the admission of students not living within the school corporation boundaries.

In conjunction with that policy, the following steps will be used in the admission of non-resident students.

Step 1

The parents of a student living outside of the school corporation will complete the Transfer Request form and deliver it to the principal by August 1. Applications for enrollment will be accepted after this date if there is capacity.

Parents are to include the following documents with the application so that placement determinations can be made once the student is accepted for enrollment:

- 1) Most recent report card
- 2) Attendance history
- 3) Discipline history
- 4) ISTEP (elementary and middle school students) or End of Course Assessment reports (high school students)

Step 2

Annual registration of all students having legal settlement in East Porter will be completed in August. The on-line registration dates for the 2019-2020 school year are July 15 – August 2. Registration for new students, including newly accepted transfer students will be August 2 for elementary students and August 1 for middle and high school students. This is an in-person registration event at each school.

Step 3

After registration has been completed, the principal will review available capacity and may accept the non-resident student for enrollment. If there is insufficient capacity at a particular school, the student may be accepted for enrollment at another school in the school corporation where there are openings. The admission of a non-resident student cannot cause a class or section to become overcrowded or additional staff to be needed.

Step 4

Parents will be notified at least one week before school begins whether the student has been accepted for enrollment. Payment of the \$200 transfer application rate amount must be made before enrollment of the student will be finalized.

EAST PORTER COUNTY SCHOOL CORPORATION TRANSFER REQUEST

**A COPY OF THIS FORM IS TO BE SENT TO
CORPORATION OFFICE WHEN A TRANSFER REQUEST IS GRANTED.**

I am requesting that my child(ren) be granted enrollment in East Porter County School Corporation on a cash transfer basis.

Student's Name (First & Last)	School of Legal Settlement		
	Name	Address	Telephone Number
1.			
2.			
3.			
4.			

I am requesting enrollment in the following school(s): *Check all that apply and write in the grade level for the upcoming school year.*

✓	Kouts	Grade for upcoming school year
	Elementary	
	Middle	
	High School	

✓	Morgan Township	Grade for upcoming school year
	Elementary	
	Middle	
	High School	

✓	Washington Township	Grade for upcoming school year
	Elementary	
	Middle	
	High School	

ELIGIBILITY FOR ENROLLMENT

Students whose parents do not have legal settlement within the East Porter County School Corporation may be enrolled according to the criteria set forth below:

1. A \$200 transfer application rate per student will be paid by the parents in advance of the student attending school.
2. If a student enrolls after the Average Daily Membership (ADM) count day in September, the state tuition support amount not received by the school corporation will be charged in addition to the transfer application rate.
3. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
4. 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 random drawing will be necessary to determine who will be accepted. A random drawing 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.

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 10 school days in the 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 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.

The transfer application rate for all grades for the 2019-2020 school year will be \$200 per student. **This must be paid in full before the student's first day of school.** Payment can be made at the school or at the school corporation office.

Outside of textbook rental and class fees, there are no other charges for enrolling as a transfer student. The only exception would be if a student enrolls after the Average Daily Membership (ADM) count day in September.

Parent's Reason for Transfer Request

Parent/Guardian Name:		
Address:		City/Zip:
Home Phone:	Work Phone:	Cell Phone:

I understand and agree to the enrollment of my child(ren) in accordance with the above cash transfer criteria and consent to release of records/information from current school. (Signature required).

Parent's Signature: _____ Date: _____

Date application was received:

Principal's Determination of Transfer Request

Granted _____ Denied _____

Principal's Signature: _____ Date: _____

A copy of this form is to be sent to Corporation Office when a transfer request is granted. Payment of the \$200 transfer application rate may be made at the School Office or the Corporation Office and must be made before a student can be permitted to attend school.

Date Received	Initials of person receiving payment	Method of Payment (check all that apply)			
		Cash	Check (record check number)	Money Order	Credit/Debit Card