

# West Clark Community Schools

## Transfer Request Form SY: 2018-2019

**All Transfer requests must be turned in by July 15 prior to the School Year of request**

**DATE:** \_\_\_\_\_

PLEASE CHECK ONE FROM BELOW:

- OUT-OF DISTRICT TRANSFER REQUEST**  
(student lives outside of WCCS district)
- IN-DISTRICT TRANSFER REQUEST**  
(student lives inside WCCS district)
- STAFF MEMBER CHILD APPROVED**  
(WCCS staff legal.)

**STUDENT INFORMATION: (Must be filled out by the student's legal guardian)**

- 1) Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Grade: \_\_\_\_\_
- 2) Gender (**circle one**)    Male    Female                      Date of Birth \_\_\_\_\_ (MM,DD, YYYY)
- 3) Student's Address: \_\_\_\_\_
- 4) Please list where your student is currently enrolled? School District: \_\_\_\_\_
- 5) What is your student's home attendance school? \_\_\_\_\_
- 6) WCCS School Preferred: \_\_\_\_\_
- 7) Brief statement why transfer is being requested: \_\_\_\_\_
- 8) Grade **NEXT** Year (**circle one**) PK K 1 2 3 4 5 6 7 8 9 10 11 12
- 9) Are you requesting a district transfer for any other children in your family? \_\_\_ No \_\_\_ Yes
- 10) If #9 is yes, please list school(s) desired for each sibling (siblings must reside in the same residence).
  - a. Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_
  - b. Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_
  - c. Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

**PARENT/LEGAL GUARDIAN INFORMATION (Must be filled out by a legal guardian)**

- 1) Parents /Guardians Names: \_\_\_\_\_
- 2) Guardian Address: \_\_\_\_\_
- 3) Permanent Residence Subdivision Name: \_\_\_\_\_
- 4) Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_ Email: \_\_\_\_\_
- 5) Is your child in Special Education? (**circle one**) YES or NO: IF YES, PLEASE ATTACH A COPY OF HIS/HER IEP.
- 6) Is your child a Language Minority Student? (native language NOT English) YES or NO

**\*BY SIGNING, I AFFIRM THAT I HAVE FILLED OUT THIS FORM COMPLETELY AND TRUTHFULLY.**

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUMMARY OF TRANSFER REGULATIONS:**

1. Pursuant to I.C. 20-26-11-32, WCCS may limit the number of new transfers. WCCS will approve requests from current WCCS staff. Other transfers may not be allowed if classrooms, grades, or schools have no transfer slots available.
2. Transportation of a transfer student is the parents' responsibility. WCCS will not transport out-of-district students.
3. TARDINESS, ABSENCES, AND/OR DISCIPLINE REFERRALS MAY LEAD TO TRANSFER APPROVAL BEING REVOKED AT ANY TIME DURING THE SCHOOL YEAR THROUGH WCCS EXPULSION PROCESSES.
4. There is no guarantee, implied or otherwise, of future attendance boundaries or transfer approvals.

**All Transfer requests must be turned in by July 15 prior to the School Year of request**

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**FOR DISTRICT USE ONLY:**

**DATE RECEIVED:** \_\_\_\_\_

Principal Action     Approved     Pending     Denied

Principal Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Superintendent Action     Approved     Pending     Denied

Superintendent Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

## INSTRUCTIONS FOR SCHOOL CORPORATIONS AND PARENTS

1. Parent(s) seeking a transfer should download/print the transfer request application form. Transfer Request Application forms are due on or before July 15<sup>th</sup> of the school year prior to the one for which the transfer is requested.
2. In completing these forms, the parent(s) should be certain to fill out all sections of the form and to state specifically each of the reasons for the request to transfer.
3. Pursuant to I.C. 20-26-11-32, West Clark Community Schools (WCCS) will grant transfers from students who currently attend WCCS as transfer students, students who are children of WCCS employees, or students who are members of a household in which any other member of the household is a student in WCCS. The School Board will limit the number of new transfers to a school building or grade level. If the number of requests to transfer exceed the capacity established, the School Board will hold a random drawing at a public meeting to determine which students will be admitted as transfer students to each school building and each grade level.

### Definitions, Terms, and Conditions

1. "Legal settlement" of a student refers to the student's status with respect to the public school corporation which has the responsibility to permit the student to attend its local public schools without the payment of tuition. I.C. 20-18-2-11. "Legal settlement," in most cases, is determined by where the student's parent lives. I.C. 20-26-11-2.
2. I.C. 20-26-11-32 permits a transfer from the school corporation of legal settlement (the "Transferor School Corporation") to another public school corporation (the "Transferee School Corporation").
3. "Transfer" refers to transfers between Indiana public school corporations. It does not refer to transfers from one school building in a school corporation to another school building within the same school corporation. A public school corporation means any public school corporation established under law by the State of Indiana. A school corporation may be known as a School City, School Town, School Township, Consolidated School Corporation, Metropolitan School District, Township School Corporation, County School Corporation, United School Corporation, School District, or Community School Corporation, although other names may also be used. I.C. 20-18-2-16.
4. If a transfer application is granted, the parent is responsible for the transportation of the student to the Transferee School Corporation. WCCS will NOT provide transportation.

*Questions regarding these instructions may be directed to the WCCS' Superintendent at (812) 246-3375.*

### DISCLAIMER:

Transfer requests may be denied or terminated immediately if a student has been suspended or expelled during the twelve (12) months preceding the student's request to transfer if the student was suspended or expelled:

- A. for ten (10) or more school days;
- B. for a violation of I.C. 20-33-8-16 involving firearms, destructive devices, or weapons;
- C. for causing physical injury to a student, school employee, or a visitor to the school; or
- D. for a violation of a school corporation's drug or alcohol rules.

If a transfer has been approved and then the student's discipline record results in any of the above, transfer approval may be terminated immediately, resulting in the student not being allowed to return to WCCS. The parent of the student requesting transfer shall inform WCCS immediately if the student applying for transfer, or after being granted transfer, has been suspended or expelled during the previous twelve (12) months for one of the offenses listed above.