

## **TRANSFER STUDENTS**

### **Students without Legal Settlement in the School District (Out of District Transfers)**

The MSD of Wayne Township School Board is charged with educating students with legal settlement in its service area, and every decision made by the Board must be made with this responsibility in mind. The Board, therefore, directs the Superintendent or his or her designee to annually establish the number of transfer students the District will accept at each grade level, and annually establish and publish the date by which requests to transfer into the District must be received. The Board may limit transfers to a specific building or grade level based on capacity.

A parent/guardian may apply to enroll their child in this District. The application shall be in writing or electronic form and shall be submitted to the Superintendent or designee by the date published each year. Applications received after this published date may not be reviewed. Enrollment may be granted for a period of one school year (July 1 to June 30). If an application is denied, the parent/guardian or student may only re-apply upon a showing of a substantial change in circumstances relevant to one or more of the standards contained in this Policy. Transfer requests will be reviewed each school year, with no transfers automatically carried over to subsequent school years.

Priority will be given to a student requesting transfer who has a household member who is already a student in the District or a parent who is a current employee of the District. Parents who are District employees or parents with a transfer student already enrolled in the District and wish to enroll another household member must give notice to the Superintendent or a designee of their wish to transfer the child into the District by a date specified by the District annually of the prior academic year. This notice is required in addition to submitting a standard application form. Students may not request transfer primarily for athletic reasons. All transfer requests remain subject to limitations based on capacity, discipline and attendance issues (as outlined below), special curriculum issues, and any other reason permitted under Indiana statute. No transfer request enjoys guaranteed enrollment.

If the number of requests to transfer exceeds the capacity established by the Board, the Board or its designee will hold a random drawing at a public meeting to determine which students will be admitted as transfer students.

The District shall make efforts to ensure that students who are enrolled in the District as a transfer student continue to attend in subsequent school years.

The Board or its designee may place terms or conditions on a transfer student's enrollment or continued enrollment, or may deny or discontinue a student's enrollment in the current or subsequent school year if:

- A. The 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:
  - i. for ten (10) or more school days;
  - ii. or a violation of I.C. § 20-33-8-16 involving firearms, destructive devices, or weapons;

- iii. for causing physical injury to a student, school employee, or a visitor to the school; or
- iv. for a violation of a school corporation's drug or alcohol rules.

- B. The student has had a history of unexcused absences and the Board or its designee believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled in the District.

The parent of the student requesting transfer is responsible for informing the District about these disciplinary or attendance issues. If a parent does not provide the information or is untruthful, the transfer student can be immediately removed from the District.

If a transfer request is granted, the parent/guardian is still responsible for enrolling the student.

The Superintendent shall develop administrative guidelines and forms to implement this Policy.

#### **Students with Legal Settlement in the District (In District Transfers)**

The Board recognizes that parents might prefer that their children attend a school other than the particular one designated by the attendance area in which they reside.

The administration will consider reassignment requests as they are received during the academic year. Reassignment requests may be granted based on the capacity of each school building and grade level. Assignment requests to schools out of the original attendance area will be reviewed each school year, with no assignments automatically carried over to subsequent school years.

If a reassignment or transfer request is granted, the parent/guardian of the student may be required to assume full responsibility for the transportation of the student to and from the selected school.

MSD of Wayne Township, Marion County, Indiana

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