

## NON-RESIDENT STUDENT ADMISSIONS - POLICY

The Board of School Trustees recognizes that a child must be a legal resident of the Plymouth Community School Corporation in order to attend its schools. The Board further recognizes that extenuating circumstances often arise and it is for these cases that the following regulations have been adopted.

It is the intent of the Board that all applicable policies and laws in regard to student transfers be strictly enforced.

The Superintendent of Schools shall develop administrative guidelines and forms necessary for the implementation of this policy.

Request by parents, guardians, or custodians of Indiana students who do not reside in the Plymouth Community School Corporation but who wish to enroll their child in the school system will be considered if:

- Non-resident enrollment is for educational reasons;
- Parents, guardians, or custodians agree to provide transportation to and from school.
- When applicable, the parents, guardians or custodians agree to pay the transfer tuition in a timely manner as established by the Plymouth Community School Corporation.

The decision on acceptance of a non-resident student will be based on the following:

- The student is in good standing at his/her resident school.
- Class size of the grade level in which the student is enrolling at Plymouth Schools;  
and
- The transfer shall not place an undue burden on the Plymouth Community School Corporation.

The building principal and superintendent shall be given the discretion to deny any and all transfer requests based on the administrative guidelines.

Students transferring to this Corporation from other schools or school systems 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.

Legal References:       IC 20-26-11-2  
                                  IC 20-26-11-6

## NON-RESIDENT STUDENT ADMISSIONS – Administrative Guidelines

The following criteria will be used for accepting transfer students. A transfer student is one whose legal settlement is not within the boundaries of the Plymouth Community School Corporation District.

1. A student requesting a transfer shall complete the Form\_\_\_\_\_ Application for Transfer of Non-Resident Student and submit it to the Plymouth Community School Corporation Superintendent's office by August 1. Applications submitted after August 1 may be considered by the board. Transfers shall be reviewed on a yearly basis by the building principal and recommended to the Superintendent.
2. The transfer request application will be reviewed by the superintendent or his designee.
3. Following the review of the application, the superintendent or his designee will schedule an interview (in person or by phone) with the parent and student.
4. Once the interview has been conducted a recommendation will be developed by the superintendent or designee as to whether or not to accept the transfer student. The following criteria will be used in analyzing the transfer request:
  - a. The student must be able to provide his/her own transportation to and from school.
  - b. 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.
  - c. The student must be in good standing at the school from which he/she is transferring.
  - d. Classroom enrollment will be a consideration as to whether or not the student will be admitted.
  - e. A student may be accepted if his/her needs can be accommodated with current staffing and program offerings and whose enrollment does not adversely affect the programming for resident students.
  - f. The parent and student shall participate in an interview with the superintendent or his designee prior to the consideration of the transfer.
5. If the applicant fails to meet one or more of the criteria listed above, the superintendent or his designee will notify the legal guardian that a recommendation for transfer will not be made to the Board of Education. If the applicant meets all of the criteria listed above the superintendent will make a favorable recommendation to the Board of Education.
6. Once the Board of Education makes the final determination, the legal guardian will be notified.

Plymouth Community School Corporation will not discriminate on the basis of race, color, religion, sex, national origin, age, or handicapping conditions, including limited English proficiency, in its decision.

Legal References:        IC 20-26-11-2  
                                  IC 20-26-11-6

NON-RESIDENT STUDENT ADMISSIONS – FORM

Student's Name \_\_\_\_\_

Age \_\_\_\_\_ Grade in School (entering) \_\_\_\_\_ Birth Date \_\_\_\_\_

Legal Guardian's Name(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Present School District \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Legal Guardian Signature \_\_\_\_\_

Complete an application for each child.

Using the space below and the back of this application please summarize the reasons you wish to transfer to Plymouth Community School Corporation. You may also type your response and staple it to this application.

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Board Approval Date \_\_\_\_\_ Date \_\_\_\_\_

Board Denial Date \_\_\_\_\_ Date \_\_\_\_\_