

POLICY

Board of School Trustees South Vermillion School Corporation

STUDENTS
5112.02 page 1 of 3

ELEMENTARY TRANSFER GUIDELINES

The Board of School Trustees may authorize the transfer of an elementary student from one elementary district to another in case of an extra-ordinary circumstance. The determination of the transfer shall be based upon what is best for the education and well-being of the student.

The following guidelines shall be followed in determination of the transfer:

1. The parent/guardian must petition for a transfer on the prescribed application. Such application shall be completed and returned to the Superintendent's Office no later than the 1st day of August.
2. The application shall be sent to the appropriate Principals for their consideration.
3. Transfers will be permitted based on need and class size. This may not be determined until after school enrollment numbers are obtained. Thus, transfers may not be approved until after school enrollment is completed.
4. Principals shall assign the student to a specific classroom.
5. Transportation shall be the responsibility of the parent, *except in the case of "School of Choice" transfer.*
6. Poor attendance, tardiness or discipline problems will place the transfer in jeopardy and the student may be returned to his/her home school.
7. The student must obey all rules and regulations of the school to which he/she transfers.
8. Once a transfer is authorized, it shall be permanent for the entire school year. A student may not transfer back to his/her home school voluntarily.

POLICY

Board of School Trustees South Vermillion School Corporation

STUDENTS

5112.02 page 2 of 3

9. Transfer permission must be given each year.
10. Parents must pay all book rental fees, attend all called conferences and keep the school informed of their current telephone number and home address.
11. A special education student may not transfer. Placement will be determined by the student's educational needs.
12. The school board shall have the final authority in granting transfers.
13. "School of Choice" transfers will be accommodated according to local school board policy and federal/state guidelines mandated by the *No child Left Behind Education Act* which went into effect January 8, 2002.
 - these federal/state guidelines determine the transfer criteria, number of transfers allowed and transportation considerations.
14. Parents requesting a "School of Choice" transfer must attend an informational meeting to be held at the home school within 30 days from date of transfer request.

Students requesting a "Choice" transfer will be Subject to the following criteria:

1. Students will be ranked according to level of achievement and economic status.
2. Students with the lowest level of achievement and economic status will receive first consideration.
3. Transportation will be provided by the school corporation as long as the "Home School" is identified for school improvement. Once the "Home School" is no longer identified for school improvement, transportation will become the responsibility of the parent.

POLICY

**Board of School Trustees
South Vermillion School Corporation**

STUDENTS

5112.02 page 3 of 3

ELEMENTARY TRANSFER REQUEST

Student Name _____ Grade _____
Parent(s) Name _____
Address _____
Phone (Home) _____ (Work) _____
Present Elementary School District _____
Requested Elementary School _____

Reason for Transfer Request: (You may attach additional pages. You must give details for the request and extraordinary circumstances for the request).

What alternatives have been attempted before this request was made? (You may attach additional pages).

I understand that the Board of School Trustees has the final authority in the approval of this transfer. I have read the Guidelines for Elementary Transfers and agree to abide by these rules.

Parent(s) Signature: _____

Date: _____

Board Action: Approved ___ Not Approved ___ Date _____