

# 2019-2020 Out of District Transfer Application

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Student Last \_\_\_\_\_ First \_\_\_\_\_ Middle Name \_\_\_\_\_ DOB (MM/DD/YYYY) \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_  
\*School Requested – 1<sup>st</sup> Choice

\_\_\_\_\_  
\*School Requested – 2<sup>nd</sup> Choice

Current Grade \_\_\_\_\_

Regular Education \_\_\_\_\_  
Yes / No

Special Education \_\_\_\_\_  
Yes / No

Resident School District \_\_\_\_\_

Previous School –Name of School \_\_\_\_\_

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School Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Has your child been expelled / or suspended in the past school year? \_\_\_\_\_

\_\_\_\_\_  
Name of Principal- Previous

\_\_\_\_\_  
Name of School Counselor- Previous

\_\_\_\_\_  
School Phone #

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**Parent/Guardian #1 - REQUIRED**

\_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_

**Relationship to Student:** Mother \_\_\_\_\_ Father \_\_\_\_\_ Legal Guardian \_\_\_\_\_ Other \_\_\_\_\_

**Student lives with this parent/guardian:** Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Primary Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

\_\_\_\_\_  
Employer \_\_\_\_\_ Email \_\_\_\_\_

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**Parent/Guardian #2 - REQUIRED**

\_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_

**Relationship to Student:** Mother \_\_\_\_\_ Father \_\_\_\_\_ Legal Guardian \_\_\_\_\_ Other \_\_\_\_\_

**Student lives with this parent/guardian:** Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Primary Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

\_\_\_\_\_  
Employer \_\_\_\_\_ Email \_\_\_\_\_

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**Reason for requesting this transfer:**     *(Check all that may apply and/or explain your reason below)*

- Sibling attending SCH - Name of sibling and school \_\_\_\_\_
- Parent Employee of SCH – Name of Employee \_\_\_\_\_
- The student previously resided in the school corporation of School City of Hammond and relocated outside of the school corporation is requesting to remain as a student.
- A curriculum/honors courses being offered at School City of Hammond is necessary for the student’s established academic or vocational aspiration and the same or a substantially similar curriculum offering is unavailable at the transferor’s school.
- The transferor school is overcrowded and School City of Hammond schools are not. The overcrowded conditions of the transferor school materially affect the student’s opportunity to learn, while the conditions for School City of Hammond would be significantly less crowded.
- The student has a medical condition that could be better accommodated by attending the School City of Hammond schools rather than the transferor school. Attendance at the transferor school poses a risk of physical illness, while attendance at School City of Hammond would substantially reduce this risk.  
*(This would have to be supported by written documentation of two (2) persons holding unlimited licenses to practice medicine in Indiana who have personally examined the student).*
- The transferor school is not fully accredited by the State Board of Education, and the student’s request is related to the reason that the transferor school has probationary accreditation status.

Please indicate below the reason this transfer is being requested on behalf of the above-named student(s) and describe in detail why the transfer is necessary to better accommodate the student(s).

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The following applies to **High School students ONLY**:

Do you plan to participate in extra-curricular activities?      Yes \_\_\_\_      No \_\_\_\_

The family is responsible for providing transportation for a child who has been granted transfer.

I understand that transferring schools may affect my child's eligibility to participate in athletics. School City of Hammond Schools follows the Indiana High School Athletic Association (IHSAA) eligibility rules in regard to transfers between schools. Information regarding the rules may be obtained from the Athletic Director in your high school or at [www.IHSAA.org](http://www.IHSAA.org).

Do you participate in athletics at your current school?      Yes \_\_\_\_      No \_\_\_\_

Sport(s): \_\_\_\_\_

Do you plan to participate in athletics if transferred?      Yes \_\_\_\_      No \_\_\_\_

Sport(s): \_\_\_\_\_

**Parent Statement:**

Please sign below to authorize School City of Hammond officials to contact your current school of legal settlement or prior school attended for further information for the child listed in this Out of District Transfer Request Agreement. Also, it is understood that we, as parents, must assume responsibility for adequate transportation and supervision to and from school. We certify that we have read and agree to the above terms of the School City of Hammond.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Signed

**FOR USE BY STUDENT SERVICES:**

- Transcripts
- Discipline Record

This transfer was approved / denied therefore student must enroll at \_\_\_\_\_  
Transferring School

Date parent was contacted (Decision): \_\_\_\_/\_\_\_\_/\_\_\_\_

**Residency Documents:**

- NIPSCO / water/sanitation bill
- Matriculate Card
- State Issued Letters
- IN DL / State ID
- Verification letters Public Assistance/Social Security
- Employee check or stub
- Vehicle registration
- Lease Agreement/ Mortgage papers
- Tax Returns from past year / W-2's

\_\_\_\_\_  
Administrator for Student Services

Other: \_\_\_\_\_

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### Frequently Asked Questions

- Do you have to provide the students requested documentation (attendance, discipline and transcripts or report cards)?
  - A. Yes, you must have documentation of attendance, discipline and grades for consideration of approval.  
For grades 1-5, Student(s) report card and attendance reports are needed;  
For grades 6-12, Student(s) unofficial transcript, attendance and discipline reports are needed  
All documents must come from the previously attended school when submitting application.  
***(See footnote1 listed below)***
  
- Do you have to provide proof of your current residence?
  - A. Yes, you must have two (2) proof of residency, e.g. (NIPSCO, water, driver's license, employer check stub; car registration; mortgage or lease contract)  
All proof of residency must have the current address (within at least thirty days of enrollment)
  
- Of the students applying for approval were any suspended for more than 9 days?
  - A. Unfortunately, the school district will not accept any student that has been suspended for more than nine (9) days consecutively. It is at the discretion of the school district to withdraw any student if the student is facing disciplinary charges of expulsion per Indiana Code.<sup>1</sup>
  
- Are any of the students requesting an Out of District Transfer on suspension pending an expulsion at this time?
  - A. Unfortunately, the school district will not accept any student that previously has been or is currently expelled or is pending an expulsion. ***(see footnote1 listed below)***
  
- How long will the approval process take?
  - A. All transfers are individually deciding upon and carefully considered. Parents will be notified by mail and/or phone before the start of the beginning of the school year or as soon as a decision is made.

***\*Please choose another selection since the first school choice may have reached its capacity***

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<sup>1</sup> The school corporation has the right to deny enrollment per Indiana Code: IC 20-26-11-32