

**MANCHESTER COMMUNITY SCHOOLS’
TRANSFER STUDENTS
2017-2018**

Manchester Community Schools shall enroll those students who have legal settlement in the School Corporation. Legal settlement is defined as wherever the custodial parent(s) of the student lives. Owning property does not equate to legal residence. While the State of Indiana does not have open enrollment, the Board recognizes that extenuating circumstances arise from time to time and, therefore, will consider requests by parents, guardians, or custodians of Indiana students who do not reside in the School Corporation but who wish to enroll their child in the School Corporation.

Requests for enrollment will be considered only if:

1. non-resident enrollment is for educational reasons;
2. non-resident student is in good standing in the sending school corporation;
3. parents, guardians, or custodians agree to provide transportation to and from the school; and
4. when applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as prescribed by the School Corporation.

The decision by the Administration to recommend acceptance of a non-resident student will be based on:

1. financial impact of the enrollment of the student on the resident students (inclusion of the student in the ADM count);
2. the student’s attendance and academic records at the previous school of attendance and status regarding graduation;
3. the availability of curricular or program offerings that are specifically aligned with the student’s demonstrated academic or career aspirations;
4. the student’s disciplinary record at the previous school of attendance;
5. class size and program capacity of the school/grade level in which the student requests to enroll;
6. the willingness and ability of the parents, guardians, or custodians to provide transportation to and from the school and extra-curricular activities as appropriate; and
7. the compatibility of the proposed enrollment with the standards of organizations with which the School Corporation is affiliated, such as the Indiana High School Athletic Association.

The transfer shall not place an undue burden on the School Corporation. Students transferring to the School Corporation from another school shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. 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. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

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.

If a student is accepted after the ADM day, transfer tuition may be charged. All tuition, fees, and other charges owed for the school year must be paid to the Treasurer of Manchester Community Schools by the last student day of the school year for the student to be considered as a transfer student the following school year.

The Superintendent may grant or deny any and all transfer requests in accordance with the criteria herein and the established administrative guidelines.

No transfer student shall be accepted for enrollment for athletic reasons.

Transfers will be considered on an annual basis. The parents/guardians of currently enrolled MCS transfer students will be notified by June 10 of their placement for the following school year.

Students transferring into Manchester Community Schools will be considered transfers at any time from Kindergarten through Grade Twelve and transfer tuition may be charged according to the established rates, including senior year. Legal residents of Manchester Community Schools who move from Manchester Community Schools during second semester of junior year or later may attend senior year with no transfer tuition charge.

The student/parents/guardians shall complete a transfer application and participate in an interview with the Principal or designee of the receiving school prior to the consideration of the transfer. Once the Principal and Superintendent have made the transfer determinations, the legal guardian of the student will be notified.

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TRANSFER STUDENTS
Checklist of Procedures
2017-2018

1. The application should go to the school counselor for processing

2. The Counselor should call sending school to verify student is a student in good academic and social standing. For secondary students determine that the student is transferring for non-athletic purposes.

3. The Counselor should gather all of the appropriate information and forward to the building principal.

4. The building principal and Superintendent may accept or deny the transfer student.

5. The principal will notify the parent/guardian of the student, the counselor, and begin the enrollment process.

6. A copy of the transfer application should be sent to the Assistant Treasurer at MAO.

MANCHESTER COMMUNITY SCHOOLS'
TRANSFER STUDENTS APPLICATION
ROUTING SHEET
2017-2018

Requesting Student's Name _____

Parent's/Guardian's Name _____

Address _____

Phone # _____

Application Sent? Y or N Date _____

Application Returned? Y or N Date _____

Copy of last year's report card received? Y or N Date _____

Call made to "sending school" re. Grades, attendance, behavior, special needs, reason for transfer?

Talked to Name: _____ Position: _____

Phone #: _____ School: _____

Grade Entering: _____

Does the student have an IEP or a Section 504 student? Y or N _____

Was the student a student in good standing at the end of the year? Y or N

Did the student receive any suspensions or expulsions during either of the past two school years? Y or N

Does the student have any major medical concerns? Y or N

Comments:

Student is is not approved for transfer to MCS. _____

Principal's Signature Date

Superintendent Signature Date

Original to: ___ MJSHS Guidance Counselor;
 ___ MIS Office Secretary; or
 ___ MES Office Secretary

Copy to: ___ MAO