

## P4045 TRANSFER STUDENTS

The Board of School Trustees recognizes that a parent of a child must be a legal resident of the Manchester Community Schools in order for the child to attend its schools without going through the transfer process. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly followed. A transfer student is one whose legal settlement is not within the boundaries of the Manchester Community Schools.

### School Employee Requests

Requests for transfer made by any school employee for his or her own child(ren) will be accepted prior to any other requests for student transfer provided there is capacity in the grade level in the building as determined annually by the Board of School Trustees **and the employee meets the following criteria:**

- 1. The employee resides in Indiana.**
- 2. The employee's annual salary is at least \$8000 or the employee earns at least \$3000 as an employee in an extracurricular activity.**

If there is not adequate capacity in a grade level to accept all of the transfer students, a publicly verifiable random selection process will be conducted in a public meeting of the school board to determine who will be accepted.

### Other Transfer Student Requests

If there is capacity remaining after the acceptance of school corporation employees' transfer requests, parents, guardians, or custodians who are not school corporation employees of Indiana students who do not reside in the Manchester Community Schools but who wish to enroll their child in the school corporation may request a transfer and will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the Manchester Community Schools Superintendent's Office prior to *[insert here the deadline for acceptance of transfers as determined by the school board.]* Transfers will be considered on a yearly basis.
2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
3. Capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student will be admitted or a publicly verifiable random selection process will be necessary to determine who will be accepted. The random selection process will take place in a public meeting of the school board when the number of eligible transfer applicants exceeds the capacity of the grade level. When determining capacity, space needed for resident students, current transfer students, siblings of such students, and employees' children will be taken into consideration.
4. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent.

Under no circumstances will a transfer student be accepted for athletic reasons.

The building principal and superintendent shall deny a transfer request based on one or more of the

following criteria:

1. The student has been suspended or expelled for 10 or more school days in the 12 months preceding the request for transfer.
2. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
3. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
4. The student was suspended or expelled for violating a drug or alcohol rule.
5. The student has a history of unexcused absences and based upon the location of the student's residence, attendance of the student would be a problem if enrolled in the school corporation.

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

The Superintendent shall develop the operational procedures and forms necessary for the implementation of this policy.

Legal References:        I.C. 20-26-11-2  
                                  I.C. 20-26-11-6  
                                  I.C. 20-26-11-6.5  
                                  I.C. 20-26-11-32

**PAYMENT OF TRANSFER TUITION:** Transfer students will not be charged transfer tuition regardless of the date of enrollment of the transfer student.

Legal Reference:        I.C. 20-26-11-2

Adopted: 10-13-2015

Updated: