



**MONROE COUNTY**  
 COMMUNITY SCHOOL CORPORATION  
 ENGAGE. EMPOWER. EDUCATE.

**OUT OF DISTRICT STUDENT TRANSFER REQUEST FORM - Grades K-12**

Transfers may be approved for one year only. Parent must request renewals annually.

Student Name:	Date of Birth:
Parent/Guardian Name:	
Current Address:	
Work Phone:	Home Phone:
Home School:	Grade at transfer:
Desired School:	Desired date of transfer:
<input type="checkbox"/> Cash Tuition <input type="checkbox"/> Transfer Request	<input type="checkbox"/> Request for Renewal <input type="checkbox"/> of Previous Transfer

For this transfer request to be considered, the party initiating the transfer must present detailed reasons for the transfer request in the space below:


Violation of any of these requirements as noted on the 2<sup>nd</sup> page may result in the revocation of this transfer agreement. In that event, the student must re-enroll in his/her home school or make other valid educational arrangements within three school days. Signature of the Parent/Guardian below indicates agreement to all terms and conditions listed in this transfer.

Signature:  
 \_\_\_\_\_  
 Parent/Guardian

\_\_\_\_\_  
 Date:

The School Board directs that the assignment of students to schools within the corporation be consistent with the best interests of the students and the best use of the resources of the Corporation. (Policy 5120) Acceptance of students who live outside the boundaries of MCCSC will be based on the requested school's capacity. Capacity is determined by grade level. Transfer acceptance is determined annually.

- 1) In order to maintain desired class sizes, the receiving principal will confirm that there is space available at the receiving school in the desired grade level; and
- 2) It is the responsibility of the parent/guardian to make all arrangements for transportation to and from school; and
- 3) The student will arrive at and depart from school in a timely fashion. When school commences, the student should be in his/her seat ready to start class work. The student should depart promptly from school at dismissal time (or be enrolled in a bona fide after-school activity which will provide appropriate supervision for the student); and
- 4) The student will comply with the receiving school's rules and regulations regarding attendance, behavior, and curricular expectations ;and
- 5) Parents of the student will consult with the sending secondary principal regarding IHSAA eligibility; no transfers will be approved for athletic reasons; and
- 6) This transfer is effective for one school year unless revocation occurs; once the transfer is granted, the parent or guardian may ask for a renewal which will be granted if both principals agree.
- 7) Transfer students generally will not be counted by the receiving school in determining staffing needs, unless, in the opinion of the Superintendent, good cause exists for deviating from this guideline.

Transfers which cause the receiving school or class to go over capacity or which cause the sending school or class to fall unreasonably below capacity will not be approved.

<b>[For Principal Use]</b>	
<b>ACTION TAKEN</b>	
<input type="checkbox"/> <b>Denied</b>  <input type="checkbox"/> <b>Tentative Approval</b>	<b>Principal Signature/ Receiving School</b>  <hr style="width: 80%; margin-left: auto; margin-right: auto;"/>
<b>Rationale if approved:</b>	
<b>Final Approval Superintendent</b>	
<b>Date Signed:</b>	
<b>Signature:</b>	