

SHELBYVILLE CENTRAL SCHOOLS
PUBLIC SCHOOL TRANSFER POLICY

Students who do not have legal settlement in the Shelbyville Central School District of Shelby County and wish to enroll in the school system as out of district transfer students will be considered based on the requirements outlined in HB No. 1381 which is effective as of July 1, 2013 and codified as I.C. 20-26-11-32. Please see HB No. 1381 and HEA 1056 for additional information.

- A. The Student Admission Form for Out of District Transfer Requests must be submitted to
Assistant Superintendent of SCS
803 St. Joseph Street
Shelbyville, IN 46176
(317)392-2505
- B. Student Admission Form for Out of District Transfer Requests and required document(s) need to be received by the second Tuesday in September. General admittance for new transfer requests must include discipline records of the previous twelve months. To request screening and eligibility determination for Gifted/Talented and High Ability Programs, (www.shelbycs.org See Academic Programs-Programs for Gifted/Talented and High Ability Students for more information) application must include copies of academic transcripts and test results.
- C. When all required documents have been received, the Assistant Superintendent will review the request for acceptance or rejection of the request based on the criteria outlined in HB. No. 1381.
- D. The Board will not deny a student request based on the student's:
 - ✓ Transcripts and/or copy of permanent record with history of grades,
 - ✓ Scores on ISTEP+ tests,
 - ✓ Disciplinary record, (see below for exception)
 - ✓ Any other factor not related to capacity.
- E. The Board may deny a request for a student to transfer to the school corporation or discontinue enrollment, or establish terms or conditions for enrollment or for continued enrollment, if the student has a history of unexcused absences and the governing body believes that, based on the location of the student's residence, attendance would be a problem.
- F. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:
 - ✓ has been enrolled in the Corporation in the prior school year:
 - ✓ is a member of a household in which any other member of the household is a student in the transferee school; or
 - ✓ has a parent who is an employee of the Corporation.

The Board will deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year

if during the preceding twelve (12) months, the student has been suspended or expelled for:

- ✓ Suspended or expelled for ten or more school days,
- ✓ Expelled firearms, destructive devices, or weapons,
- ✓ Suspended or expelled for causing physical injury to a student, school employee, or a visitor to the school, or
- ✓ Suspended or expelled for a violation of the home school corporation's drug or alcohol rules.

(See *Disciplinary Record* HB. No 1381 for more information)

- G. The parent of the student making the request is responsible for informing the Shelbyville Central Schools about any of the discipline issues outlined above. If the parent does not provide this information or is not truthful, the transfer student will be removed from Shelbyville Central Schools.
- H. Under no circumstances is a transfer student to be accepted for athletic reasons.
- I. The parents, guardians, or custodians agree to provide transportation to and from the school(s) being attended.
- J. Transfer students will not be charged unless otherwise required by law.
- K. The Corporation has set the following transfer caps for each grade level and elementary building:
 - ✓ K-11 (50 students)
- L. No transfer requests will be accepted for an incoming senior unless the parent/guardian is enrolling another student, K-11, as well. All students in the family must be eligible in the terms outlined in the policy.
- M. Parents may request a specific elementary school, but assignments will be made based on grade level enrollments at each building.
- N. If a sibling has been accepted and placed at an elementary, other sibling(s) will be placed at the same school.
- O. If the Corporation receives more transfer students than capacity, admission will be determined by lottery.
- P. The annual lottery will take place at a public board meeting which will be held the second Tuesday in July. Each student's request form will be assigned a number and will be randomly selected at this board meeting.
- Q. All parents and/or guardians of students in the lottery will be notified by letter if placement was made.
- R. Transfer applicants will be accepted or rejected on an annual basis and applications will be subject to review prior to the opening of school each year.
- S. A student must be registered in Shelbyville Central Schools by the first day of school and in attendance to maintain an approved out-of-district transfer request.
- T. Nondiscrimination Statement - It is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, limited English proficiency, or social or economic background in its programs and activities.