

**OFFICE OF THE SUPERINTENDENT
NORTHEASTERN WAYNE SCHOOL CORPORATION**

Tuition Transfer General Information, Guidelines, and Application

2013-2014 School Year (After June 30, 2013)

GENERAL INFORMATION

Students may transfer into the Northeastern Wayne School Corporation from Kindergarten through grade 12 under the conditions as stated below.

An application is to be completed for:

- students living outside Northeastern Wayne School Corporation applying for admission
- students moving from Northeastern Wayne School Corporation applying for continued enrollment

To be a resident, one must reside in Franklin, Green, New Garden, or Webster townships. Application for tuition must be renewed each year.

ADMINISTRATIVE GUIDELINES

Northeastern Wayne Schools (“Northeastern”) will enroll students who reside outside of its corporation’s boundaries under the following conditions as described in Indiana Code 20-26-11-32:

- 1.) The governing body of a school corporation shall annually establish the number of transfers the school corporation has the capacity to accept the following transfers in the following grade levels:

Northeastern Elementary School (K-6)

Kindergarten – 30 students
First Grade – 25 students
Second Grade – 30 students
Third Grade – 20 students
Fourth Grade – 20 students
Fifth Grade – 20 students
Sixth Grade – 35 students

Northeastern Jr/Sr High School (7-12)

Seventh Grade – 30 students
Eighth Grade – 25 students
Ninth Grade – 35 students
Tenth Grade – 35 students
Eleventh Grade – 25 students
Twelfth Grade – 25 students

- 2.) The **last date** by which requests to transfer into Northeastern must be received by is **August 9, 2013**.
- 3.) If the number of requests to transfer into Northeastern exceeds the capacity established for Northeastern, then each timely request must be given an equal chance to be accepted, with the exception that a student described in paragraphs numbered 4 and 5 below shall be given priority. A public meeting will be conducted on the first scheduled Northeastern school board meeting in August (currently scheduled for August 14, 2013) to determine, by a random drawing, which students will be admitted as transfer students to each school building and each grade level of Northeastern.
- 4.) Except as provided in paragraphs numbered 5 and 6 below, Northeastern may not deny a request for a student to transfer into Northeastern if the student requesting to transfer:
 - a. has a brother or sister who is already attending Northeastern; or
 - b. has a parent who is an employee of Northeastern.
- 5.) Northeastern limits the number of new transfers to each grade level of its Elementary School and Jr./Sr. High School in order to ensure that a student as described below will be accepted as a transfer student:
 - A. A student who attends Northeastern as a transfer student during a school year may continue to attend Northeastern in subsequent school years;
 - B. A student requesting a transfer who is a member of a household in which any other member of the household is a student in Northeastern; and
 - C. A student requesting a transfer who has a parent who is an employee of Northeastern.
- 6.) Notwithstanding paragraphs numbered 4 and 5 above, Northeastern will deny a request for a student to transfer to Northeastern if the student has been suspended (as defined in Indiana Code 20-33-8-7) or expelled (as defined in Indiana Code 20-33-8-3) during the twelve (12) months preceding the student's request to transfer under this section:
 - (1) for ten (10) or more days;
 - (2) for a violation of possession of firearms, deadly weapons, and/or destructive devices under Indiana Code 20-33-8-16;
 - (3) for causing physical injury to a student, a school employee, or a visitor to the school; or
 - (4) for a violation of the school corporation's drug or alcohol rules.
- 7.) The parents of a student for whom a request to transfer is made are responsible for providing Northeastern with records or other information necessary for Northeastern to determine whether the request to transfer may be denied based upon paragraphs numbered 4, 5, and 6 above.
- 8.) Bus transportation may be provided for transfer students if: (1) the bus has space and (2) if the location of the residence for pickup and delivery is located within the Northeastern school corporation and along a current bus route. Routes will be determined by residences of the Northeastern school corporation students and is subject to change. Routes will be reviewed annually.

New Student _____

Returning Student _____

Application for Student Tuition Transfer

Northeastern Wayne School Corporation

Date: _____

Applying for School Year _____

Student: _____ Birthdate: _____ Applying for Grade _____

Home School District: _____ School Presently Attending: _____

School Phone/Name of Principal: _____

Check all programs in which your child presently participates:

____ Gifted/Talented ____ Title I ____ Section 504 ____ Special Education ____ Speech/Language

Parent/Guardian: _____

Phone: (cell) _____

Address: _____

Phone: (home) _____

City _____ State _____ Zip _____

Phone: (work) _____

Place of Employment: _____

Other students in your family who either attend, or are applying to attend Northeastern Wayne Schools:

Name: _____ Grade _____

Name: _____ Grade _____

Name: _____ Grade _____

Name: _____ Grade _____

I understand the terms of the Transfer Application and further understand that failure to pay designated tuition fees (if applicable), in a timely manner may result in expulsion from Northeastern Wayne School Corporation.

Parent/Guardian Signature _____

Date _____

To Be Completed by the Building Principal:

This form should be completed for every student who wants to attend Northeastern Wayne Schools and resides outside of our corporation.

I have reviewed the application of the above named student.

Check one: I do approve the transfer.

I do not approve the transfer. My reasons for non-approval are:

Principal's Signature _____

Date: _____

To Be Completed by the Superintendent:

Check one: I do approve the transfer.

I do not approve the transfer. Attached are my reasons for non-approval.

Superintendent's Signature _____

Date: _____

Board of School Trustees' Recommendation:

Transfer Application: Approved Denied

Signature _____

Date: _____