

**2019-2020 (Spring Semester)**  
**Concord Community Schools**  
**Transfer Student Policy & Practices**  
**New Student**

Parents/Guardians:

Please take time to carefully review the Transfer Student Policy & Practices, as well as, the Application process information outlined below prior to submitting the enclosed Transfer Request Form for your child/ren. Proactive return of this form will assist in expediting your application.

Students seeking to attend Concord Community Schools without maintaining legal settlement within the boundaries of the district are considered "Transfer Students." Board Policy 5111 outlines the following criteria for the enrollment of transfer students who are legally settled in Indiana, but not within Concord Community Schools' boundaries.

1. The transfer student requests such enrollment in accordance with the deadlines listed in the Application Process;
2. Concord Community Schools receives the transfer student's disciplinary, attendance, and academic records from the student's previous schools of attendance in a timely manner;
3. The transfer student is seeking enrollment for educational reasons;
4. The transfer student is in good standing with the School Corporation with which the student is presently enrolled;
5. The parent / guardian of the transfer student agrees to provide and be wholly responsible for the student's transportation to and from school.
6. The parent / guardian of the transfer student agrees to and shall pay any applicable transfer tuition in a manner prescribed by Concord Community Schools; and
7. Upon request, the parent / guardian of the transfer student agrees to provide identification issued by the State of Indiana or proof of residency at the time the application is submitted.
8. Depending on the number of new transfer students seeking to enroll, Concord Community Schools may be required by law to use a lottery to select students to enroll. Students will be notified promptly after the lottery.
9. Previously enrolled transfer students who have not been expelled and a student from a household that has a previously enrolled transfer student in Concord Community Schools will automatically be enrolled.
10. Transportation will only be provided for transfer students in grades K-6 who use the Kids Care (574-830-0311) program.

**Failure of transfer student families to provide transportation to their designated school, resulting in repeated absences, will cause the student to be expelled.**

The Superintendent, on behalf of Concord Community Schools, may grant or deny any student transfer in accordance with the criteria set out in this section and others established in the administrative guidelines.

The Superintendent's decision to accept a student without legal settlement will be based on:

1. the transfer student's disciplinary record at the transfer student's previous schools of attendance;
2. the class size and program capacity of the school and grade level in which the transfer student seeks to enroll;
3. the willingness and ability of the transfer student's parents, guardians, or custodians to provide and

be wholly responsible for transportation to and from the school for the transfer student, including extracurricular activities to which Concord Community Schools' general student population are required to provide their own transportation.

No request seeking enrollment of a student without settlement shall be accepted for reasons to participate in interscholastic athletic activity offered by Concord Community Schools.

No request seeking enrollment of a student without legal settlement shall place any undue burden of any nature on Concord Community Schools.

The Superintendent, or designee, will notify the parent / guardian requesting enrollment for the transfer student as soon as a determination is made in regards to the criteria outlined above.

## **Application Process**

**A "Transfer Student Request Form" must be completed for all transfer students requesting to attend a school within Concord Community Schools each school year.**

To prevent a delay in processing, completed forms should be submitted first to **Education Center**. Once the application is submitted to the building principal of the school requested for enrollment:

- academic, attendance, and discipline records are requested from the student's current school of attendance
- the building principal reviews the records and makes his/her recommendation
- the recommendation is then reviewed by the Superintendent
- the parent / guardian is then notified by the Superintendent, or designee, once a determination is made

Transfer Student Request Forms must be submitted to:

**Concord Community Schools**

**59040 Minuteman Way**

**Elkhart, IN 46517**

For more information, please call 574-875-5161

Please understand that the submission of a request to transfer your child into Concord Community Schools does not guarantee that your child will be accepted to attend. Therefore, you should plan to enroll your child into his or her home school district until you receive further notice from the office of the Superintendent.

It is expected that your child would be enrolled and attending at the start of the school term in which they are approved for. If this does not occur, the approval will be rescinded and the application process must be completed again for the next enrollment opening.

Applications for enrollment in a K-4 building are for the entire school year. A student accepted at a K-4 building may not request transfer to another Concord K-4 within that same school year.

Transfer tuition fees will be communicated as soon as they can be determined. The Board of School Trustees approves transfer tuition fees.



Why are you requesting enrollment into Concord Community Schools?

Are either parent / guardian identified above employees of Concord Community Schools? \_\_\_\_ Yes \_\_\_\_ No

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**Please double check to ensure that you have answered ALL questions.  
Incomplete or inaccurate applications will not be considered for acceptance.**

I understand that I must transport the student(s) to their school or a before/after school program operated by Concord Community Schools. I understand that the student may not be dropped off at a school bus stop to ride the bus to school. I also understand that failure to provide transportation to the school for the student is a basis to expel the student from Concord Community Schools.

I, the parent / guardian completing this form, attest that the information provided above is accurate and complete. I understand that transportation is not provided outside of the school district boundaries by Concord Community Schools.

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Parent / Guardian Signature

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Date

Information will not be shared with outside agencies.

INTERNAL USE ONLY

Request form submitted to: \_\_\_\_\_ on \_\_\_\_\_

School Employee Accepting Form