



**Out-of-District Transfer  
Student Information and Registration  
Packet**

**2018-2019 School Year**



*"The Tri-Creek School Corporation and Community ...  
Engaged to Learn ... Equipped to Achieve ... Empowered to Succeed"*

Dear Parents:

Thank you for your interest in enrolling your child in the Tri-Creek School Corporation. Each child possesses a tremendous amount of potential. We seek to advance the potential of these students by offering engaging and relevant classes across all grade levels. We are pleased that you selected our schools to partner with you in providing a high quality education for your child.

Students who do not live in the school district, but who would like to attend our schools, must complete an Application for Transfer of Non-Resident Student as early as possible but no later than August 1 for the first semester of the upcoming school year. High school students will be notified of acceptance status once the master schedule has been finalized, typically July 1. Students in grades K-8 will be notified no later than August 8 following fall registration. Since we are obligated to first enroll students who live in our school district, we may not be able to inform you of whether your application has been approved until school registration has been completed. You should not withdraw your child from his or her current school until you have been notified that your application has been approved.

Enrollment will remain open through the completion of the school year. Applicants will be accepted based on the availability of seats.

Please refer to the transfer students enrollment criteria for complete information about enrolling your child in the Tri-Creek School Corporation.

Sincerely,

Debra K. Howe, Ph.D.  
Superintendent

## Enrolling as a Transfer Student

The Tri-Creek School Corporation accepts for enrollment students who do not live within the school corporation boundaries. Please review the criteria for acceptance described in the 2018-2019 Transfer Student Information and Registration Packet. Please contact Dr. Debra Howe, superintendent, if you have any questions.

### Criteria for Accepting Transfer Students

The following criteria will be used for accepting transfer students. A transfer student is one whose legal settlement is not within the boundaries of the Tri-Creek School Corporation.

- I. *A student requesting transfer shall complete the Application for Transfer of Non-Resident Student together with the Transfer Request Agreement and submit them with all required documents to the Tri-Creek School Corporation Superintendent's Office by August 1 of the year of application.*
- II. A student requesting transfer to either Lowell Middle School or Lowell High School shall write a one-page letter indicating why he/she wants to transfer. Parents of an elementary-school-age student shall write a one-page letter indicating why they are requesting the transfer.
- III. A student requesting a transfer from another school district must submit a letter from the transferring school acknowledging that the student has not had any suspensions or expulsions within the previous 12 months, that they are not applying to avoid a suspension or expulsion, that their attendance has not been an issue, and that the transferring school district is aware of the student's request to transfer.
- IV. A student requesting a transfer from another school district shall submit transcripts from the home school. Kindergarten students requesting a transfer shall provide documentation from the pre-school they attended.
- V. The transfer request and letter will be reviewed by the superintendent or his/her designee. The following criteria will be used in analyzing the transfer request:
  - A. The parent/guardian and student shall agree to provide and shall provide transportation to and from the school. If seating is available, students may ride a district bus. Transfer student pick-up sites are designated by the district.
  - B. The parent/guardian and student shall agree to and shall arrive on time and be picked up immediately following school dismissal or immediately following the conclusion of the school-sponsored activity in which the student participates.
  - C. Per Indiana Code 20-26-11-32, a transfer request shall be denied for the transfer to the school corporation, or may discontinue enrollment currently or in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year based on one or more of the following criteria:
    1. The student has been suspended or expelled for more than 10 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. Admission cannot cause a class or section to become overcrowded or additional staff to be needed.
  6. The student has had a history of unexcused absences, and the school corporation believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled with the school corporation.
- D. Tri-Creek School Corporation enrollment capacity will be a consideration as to whether or not the student will be admitted.
  - E. A student may be accepted if his/her needs can be accommodated with current staffing and program offerings and whose enrollment does not adversely affect the programming for resident students.
  - F. Under no circumstances will a transfer student be accepted solely for athletic reasons.
- VI. Following the review of the written documentation, an interview may be scheduled with the student and the parents.
  - VII. A recommendation will be developed by the superintendent or his/her designee as to whether or not to accept the transfer student.
  - VIII. Once the superintendent or his/her designee makes the final determination, the parent/guardian will be notified.
  - IX. Capacity for each grade level in each building is determined annually. High school capacity will be determined following spring completion of the master schedule. Capacity for grades K-8 will be determined following fall registration. Consideration as to whether the student will be admitted or a random drawing will take place will be based on capacity and the number of applicants. A random drawing 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.
  - X. Applications for out-of-district transfer students may be submitted throughout the year. Applications for fall enrollment in high school will be considered following spring completion of the master schedule. Students applying after June 15 will be considered as an opening occurs. Applications for students in grades K-8 received prior to August 1 will be considered following fall registration. Applications submitted after August 1 will be considered when an opening is identified.
  - XI. Priority preference will be given to students with a parent who is an employee of the school corporation or students with a sibling or other member of the household who is currently a student in the transferee school.
  - XII. Students transferring to Tri-Creek School Corporation from other schools or school corporations shall be placed in those classes or those grade levels for which their previous educational experiences appear to qualify them. Tri-Creek School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

- XIII. Transfer students will not be eligible for academic awards such as valedictorian or salutatorian if they were not enrolled in Tri-Creek School Corporation for all of their junior and senior years.
- XIV. Parents of students entering high school will be notified by July 1 as to whether or not the student has been accepted for enrollment. Parents of students in grades K-8 will be notified one week before school begins as to whether or not the student has been accepted for enrollment.
- XV. Tri-Creek School Corporation will not discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, including limited English proficiency, in its educational programs or employment policies as required by state and federal laws.





# Tri-Creek School Corporation

Office of the Superintendent  
19290 Cline Avenue  
Lowell, Indiana 46356

Phone: 219-696-6661

Fax: 219-696-2150

## NON-RESIDENT TRANSFER REQUEST AGREEMENT

(Print form to fill out the agreement.)

### STUDENT INFORMATION

Student Name (Last, First, Middle)	Date of Birth	Current Grade	Request for Grade
Address	(City)	(State)	(Zip Code)
Home Phone	Work Phone	Cell Phone	
Resident School District	Current School	School Requested	
School Address	(City)	(State)	(Zip Code)
School Phone	Name of Principal		

### PARENT / GUARDIAN INFORMATION

Parent / Guardian #1 Name (Last, First)	Student resides with this parent/guardian? _____		
Address	(City)	(State)	(Zip Code)
Home Phone	Work Phone	Cell Phone	
Name of Employer	Occupation	Email	
Parent / Guardian #2 Name (Last, First)	Student resides with this parent/guardian? _____		
Address	(City)	(State)	(Zip Code)
Home Phone	Work Phone	Cell Phone	
Name of Employer	Occupation	Email	

### PARENT STATEMENT

Please sign below to authorize Tri-Creek School Corporation officials to contact your current school for further information. Also, it is understood that we, as parents, must assume responsibility for adequate transportation and supervision to and from school. We certify that we have read and agree to the above terms of Tri-Creek School Corporation.

Student's Signature	Date Signed
Parent's Signature	Date Signed



**TRI-CREEK SCHOOL CORPORATION**  
**19290 Cline Avenue**  
**Lowell, Indiana 46356**

**RELEASE OF STUDENT INFORMATION**

(Print form to fill out the information.)

For the purpose of providing the most appropriate instruction and assistance in school, I do hereby give permission for a mutual exchange of school information and student records concerning:

NAME OF STUDENT: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

SCHOOL WHERE ENROLLED: \_\_\_\_\_ GRADE: \_\_\_\_\_

Between the Tri-Creek School Corporation and the following: \_\_\_\_\_

\_\_\_\_\_  
(Student Advocate, Hospital, Clinic, Physician, Institution, Association, or School)

\_\_\_\_\_  
(Address of Above)

Name of Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Release all information to Tri-Creek School Corporation, 19290 Cline Avenue, Lowell, IN 46356

Please return to: Superintendent \_\_\_\_\_

Parent(s) Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

cc: Parent Principal Above-Named Institution, Above-Named Person