

## STUDENT ADMISSION/ENROLLMENT

Annual verification of legal settlement/ability to enroll must be provided by a parent/legal guardian of a student seeking enrollment through the following documentation:

1. Parent/legal guardian must provide *both* an Indiana driver's license or state ID with current address *and* a deed; building permit; rental agreement; mortgage statement; current lease (including term, address of leased property, name and phone number of the lessor, name of the lessee and a listing of tenants); property tax statement in the parent/legal guardian's name and at an address in the Corporation boundaries or elsewhere in the state of Indiana, in cases where the student qualifies to transfer into the school corporation; or other reliable identification documents (as determined by the Corporation) indicating residency.
2. Parent/legal guardian must also provide one of the following: a current water bill, gas bill, electric bill, auto insurance bill, bank statement, or pay stub with address in the parent/legal guardian's name and for an address in the Corporation boundaries or elsewhere in the state of Indiana, in cases where the student qualifies to transfer into the school corporation.
3. If, and only if, the parent/legal guardian and student are living with another family member or individual residing in the Corporation's geographic boundaries, and the parent/legal guardian cannot verify residency through number 1, the parent/legal guardian can provide a sworn and notarized statement from the legal resident of the home in the Corporation's boundary attesting to the Parent/legal guardian and Student's residency.

In the event that a notarized statement of residence is provided, the Parent/legal guardian must still provide two of the documents from number 2 above. Parents, a legal guardian, or an eligible student shall be advised what is required for enrollment at the time of the family's inquiry.

The last school attended by the student shall be contacted at the time of the inquiry and requested to send all appropriate records.

If the last school attended indicates no record of the student's attendance, or the records are not received within fourteen (14) days of the date of request, or if the student does not present documentary evidence, the principal shall immediately notify the law enforcement agency where the student resided and the County Sheriff's Department that s/he may be a missing child.

Immunization requirements are to be in accordance with Policy.

### **Transfer Students**

Students without legal settlement in the Corporation may be enrolled in compliance with Policy and state law. Transfer students shall apply for enrollment by the deadline established by the

Board; however, transfer requests may be granted up to the state of Indiana's fall student count day (generally the second Friday of September) of the school year if capacity allows. No transfer requests shall be entertained after fall count day for a particular school year.

When a transfer student applies for enrollment, a committee consisting of the Superintendent or his or her designee, the high school principal, middle school principal, and elementary school principal shall review each application to ensure the student meets statutory criteria and capacity designations. This committee shall make recommendations to the Board.

Under Indiana law, the Superintendent or designee may deny a request from a transfer student or discontinue enrollment currently or in the subsequent school year if student has had a history of absences and the Board 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 Corporation. The committee and Board shall consider, at a minimum, 5 absences per semester or 10 absences per school year as "a history of absences." Students who have been absent 5 or more days in the current or previous semester, or 10 or more days in the current or previous school year, may have their transfer status denied or revoked.

High school students transferring from another school Corporation must submit an official transcript from the sending school in order for the student to receive credit for course work. Report cards will not be considered sufficient evidence for granting credit toward graduation.

Special considerations apply to enrollment of homeless students. Refer to Policy C150 Homeless Students for information and procedures for enrollment of homeless students.

I.C. 20-26-11-2  
I.C. 20-26-11-2.5  
I.C. 20-26-11-32

Southwestern Consolidated School Corporation of Shelby County

Adopted: [date]  
Revised: [date]