

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

**Tuition Transfer General Information, Guidelines, and Application**

**2019-2020 School Year (After June 30, 2019)**

**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.

**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-5)**

Kindergarten – 40 students  
First Grade – 15 students  
Second Grade – 10 students  
Third Grade – 0 students  
Fourth Grade – 0 students  
Fifth Grade – 0 students

**Northeastern Middle School (6-8)**

Sixth Grade – 8 students  
Seventh Grade – 0 students  
Eighth Grade – 5 students

**Northeastern Jr/Sr High School (9-12)**

Ninth Grade – 15 students  
Tenth Grade – 15 students  
Eleventh Grade – 15 students  
Twelfth Grade – 25 students

- 2.) The **last date** by which requests to transfer into Northeastern must be received by is **June 1, 2019**.
- 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 second scheduled Northeastern school board meeting in June (currently scheduled for June 19, 2019) 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, Middle School, and 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.
- 9.) The Northeastern Wayne School Board Policy 5111 – ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (policy attached)

# Northeastern Wayne School Corporation

## Bylaws & Policies

### **5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The School Board establishes the following residency policy for determining eligibility to attend the schools of this Corporation.

- A. The Board will educate, tuition free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11.
  
- B. Where the legal settlement of a student cannot reasonably be determined and the student is being supported by and living with a person whose residence is within the School Corporation, the student may be enrolled without payment of tuition. If the parents are able to support the student and have placed him/her in the home of another person primarily for the purpose of attending school in this Corporation without establishing legal guardianship as required by Indiana law, tuition may be charged.
  
- C. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition free, without regard to residency, to a school within the Corporation, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
  
- D. Foreign students participating in a foreign-exchange program approved by the Indiana State Board of Education and living with a resident host family will be admitted tuition free.
  
- E. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement within the Corporation, or considered to be homeless by criteria established by the State (see Policy 5111.01).

F. A student who has been expelled from another school corporation or who is expelled from a nonpublic school or withdraws from a public or a nonpublic school to avoid expulsion may be enrolled in the Corporation during the actual or proposed expulsion if:

1. the student's parent informs the Corporation of the student's expulsion or withdrawal to avoid expulsion;
2. the Corporation consents to the student's enrollment;
3. the student agrees to the terms and conditions of enrollment established by the Corporation.

If a student's parent fails to inform the Corporation of the expulsion or withdrawal to avoid expulsion or the student fails to follow the terms and conditions of enrollment, the Corporation may withdraw consent and prohibit the student's enrollment during the period of the actual or proposed expulsion. Before a consent is withdrawn the student must be given an opportunity for an informal meeting with the principal. At the information meeting, the student is entitled to:

1. a written or verbal statement of the reasons for the withdrawal of consent;
2. a summary of the evidence against him/her;
3. opportunity to explain his/her conduct.

G. Students whose parents do not have legal settlement within the Corporation but who present evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation as tuition students for the time not in residence.

- H. Students who enroll after school starts and whose parents are verifiably going to move into this corporation but do not have legal settlement must present evidence that they will move into the Corporation within six (6) months in order to enroll in the schools of this Corporation without tuition for the time not in residence.
- I. Students who have completed the eleventh grade and have subsequently changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.
- J. A married student living with a spouse or an emancipated minor is eligible to attend school without payment of tuition provided s/he resides in the Corporation.
- K. **Children of Divorced Parents**

Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent resides in this Corporation and a timely election is made utilizing the "Custodial Statement and Agreement: Divorce, Separation, or Abandonment" form provided by the Indiana State Board of Education.

Not later than fourteen (14) days before the first student day of the school year for which the parent seeks enrollment, the parent with physical custody of the child must notify the Superintendent of the school corporation in which the parents seek to have the student enrolled of their election to enroll the child in the Corporation school. The election may be made only once a school year.

- L. Students who do not have legal settlement may/will be enrolled in the special education program of this Corporation pursuant to the provisions of a Cooperative agreement.
- M. Nonresident students may be accepted into the Summer School Program provided by this Corporation.
- N. **Transfer Students**

The Corporation shall enroll those students who have legal settlement in the School Corporation. However, the Board will consider requests by parents, guardians, or custodians of Indiana students who do not reside in the School Corporation but who wish to enroll their child in the School Corporation.

Requests for enrollment will be considered only if:

1. non-resident enrollment is for educational reasons;
2. non-resident student is in good standing in their resident school corporation;
3. parents, guardians, or custodians agree to provide transportation to and from the school; and
4. when applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as prescribed by the School Corporation.

The decision by the Superintendent to recommend acceptance of a non-resident student will be based on:

1. financial impact of the enrollment of the student on the resident students (inclusion of the student in the ADM count);
2. the student's attendance and academic record at the previous school of attendance and status regarding graduation;
3. the availability of curricular or program offerings that are specifically aligned with the student's demonstrated academic or career aspirations;

4. the student's disciplinary record at the previous school of attendance or at the Corporation;
5. class size and program capacity of the school/grade level in which the student requests to enroll;
6. the willingness and ability of the parents, guardians, or custodians to provide transportation to and from the school and extra-curricular activities as appropriate; and
7. the compatibility of the proposed enrollment with the standards of organizations with which the School Corporation is affiliated, such as the Indiana High School Athletic Association.

The transfer shall not place an undue burden on the School Corporation as determined by the Superintendent.

The Superintendent shall recommend that the Board grant or deny any and all transfer requests in accordance with the criteria herein and the established administrative guidelines.

The Board may waive the payment of transfer tuition for students who meet all of the criteria for enrollment of a transfer student and are enrolled prior to the annual September ADM count date.

No transfer student shall be accepted for enrollment for athletic reasons.

I.C. 20-18-2-11; 20-33-2-12, 20-33-8-17; 20-26-11-1; -20-26-11-2; 20-26-11-2.5

I.C. 20-26-11-6(e)

Plyler v. Doe, 457 U.S. 202 (1982)

Revised 4/23/03

Revised 2/8/12

Revised 6/12/13

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New Student \_\_\_\_\_

Returning Student \_\_\_\_\_

Board Approved 2019 04 17

**Application for Student Tuition Transfer**  
**Northeastern Wayne School Corporation**

Date: \_\_\_\_\_

Applying for School Year \_\_\_\_\_

Student: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Belongs to Cohort \_\_\_\_\_

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 (siblings only) 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:

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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: \_\_\_\_\_

