Medora Community School Corporation Out-of-District Student Transfer Request

Student(s) Name:	Date of Birth:	Entering Grade Level:
1		
2		
3		
School Student(s) Last Attended:		
1		
2		
3		
Parent(s)/Guardian(s) Name:		
Address		
City, State, Zip		
Telephone		
Reason for transfer:		
As a parent(s)/guardian(s) of the above litransportation for my student(s) to and fr	•	
Signatures of Parent(s)/Guardian(s):		
		Date:
		Date:
Grade Level Capacity Limits:		
Grades: K-6 (30 students per grad	de level) 7-12	(30 students per grade level)

Submission Deadline is September 1 of the current year. (Students living outside of the school district boundaries must submit a transfer request for approval each new school year.)

Transfer Student Request Procedures

Step #1:

Parent(s)/Guardian(s) and student must make an appointment to meet with the building principal or guidance counselor. The completed Transfer Request form is to be presented to the school representative with copies of the following information.

Documentation: (Unless the student attended Medora Schools the previous school year)

- 1. Attendance records from previous school.
- 2. Academic progress report at previous school.
- 3. Birth certificate and current immunization records.
- 4. Credits completed (High School Students Only)
- 5. State testing scores (ISTEP+, GQE, etc.)
- 6. Discipline report from previous school.

Step #2:

The building principal and guidance counselor will review student records and verify student school history with officials at the student's previous school.

Step #3:

The building principal will recommend to the superintendent an approval or denial of the student transfer request based upon the following:

- I. A student's attendance, discipline and academic standing at their previous school.
- II. A student who has been suspended or expelled during the twelve months preceding the student's request for transfer may be denied if the suspension or expulsion was for
 - 1. ten or more days;
 - 2. a violation under IC 20-33-8-16 possession of firearms, deadly weapons, or destructive devices;
 - 3. causing physical injury to a student, employee, or a visitor to the school;
 - 4. a violation of a school corporations drug or alcohol policies.
- III. Class sizes exceed the grade level capacity limits.

Step #4:

The Superintendent will make the final decision on approval or denial of the student transfer request. The MCSC Board of Trustees will not hear appeals and all decisions are final.

Transfer Request is (circle)	Recommend	Approval	Denied	
Signature of Building Princip	al		Date:	
Transfer Request is (circle)	Approved	Denied		
Signature of Superintendent			Date:	