Transfer Tuition Students

Section 1. General. The Board of School Trustees of East Allen County Schools recognizes that a parent of a child must be a legal resident of East Allen County Schools in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly enforced. A transfer tuition student is one whose legal settlement is not within the boundaries of the East Allen County Schools corporation. Requests by parents, guardians, or custodians of Indiana students who do not reside in the East Allen County Schools corporation but who wish to enroll their child in the school corporation will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete the Tuition Transfer Request for New Applicants form and submit it to the Office of Student Services.

2. Transfer request forms must be completed by May 30th. Due dates will be published on the EACS Internet website and the IDOE Internet website. The Board of School Trustees will annually establish the number of transfer students that can be accepted in each grade level. Transfers will be considered on a yearly basis.

3. There is sufficient capacity in the requested school.

4. Capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student will be admitted or a random drawing will be necessary to determine who will be accepted. 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.

5. In schools where special curriculum is offered, student meets eligibility criteria for special curriculum.

Section 2. Priority Categories for Accepting and Enrolling Transfer Students. The following priorities will be used in accepting a transfer student, in the event of space limitations:

1. The student is a dependent of a present, EACS employee.
2. The student has a sibling attending an EACS school based upon a tuition transfer.

3. The student, although not having legal settlement in East Allen County Schools, has legal settlement in a residential subdivision split between two (2) or more townships, one of which township is located in the EACS attendance area.

4. The student had legal settlement in East Allen County Schools for at least two (2) consecutive school years immediately before relocating to, and establishing legal settlement in, an adjacent school corporation.

Each priority category shall have the same level of priority in the event of space limitations except qualifying siblings of returning tuition transfer students shall have super-priority.

Section 3. Transfers for Athletic Purposes. Under no circumstances is a transfer student to be accepted for athletic reasons.

Section 4. Assigned School. Acceptance as a tuition transfer student is not a guarantee that a student will be assigned to a specific school. Placement of returning tuition students will be to the school the student attended the previous school year unless the student is moving to a grade level not available at the student’s former school. Placement of new tuition students who are siblings of a returning tuition student will be to the sibling’s school if the students’ grade levels permit. Placement of other new transfer tuition students, priority or non-priority, or returning transfer tuition students moving to a new school, shall not be decided until all internal choice transfers under Administrative Guideline 5117 have been processed and enrolled.

Section 5. Application Deadlines. Any student applying, for the first time as a tuition transfer student, shall submit an application, on forms provided by the Department of Student Services, no later than the May 30th prior to the school year in which the student wishes to enroll to preserve any priority status. Students who desire to apply for a tuition transfer for the second semester must submit an application prior to December 31st before the second semester begins. After the application deadline, consideration for approval will be awarded pending capacity. There is no deadline for non-priority tuition transfer applications except under no circumstances shall an applicant for tuition transfer be accepted after the fall and winter student count day.

Section 6. Transfer Tuition Payment Schedule. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent. A $100.00 deposit will be collected with application.

Section 7. Transportation. The parent, guardian, custodian or student agrees to provide his/her own transportation to and from school.
Section 8. **Tuition Transfer Denied.** The building principal and Superintendent shall deny a transfer request based on one or more of the following criteria:

1. The student has been suspended or expelled for more than 10 school 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.

Students transferring to this corporation from other schools or school corporations shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The school corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

The Superintendent shall develop the operational procedures and forms necessary for the implementation of this policy.

Legal References:
I.C. 20-26-11-2
I.C. 20-26-11-6
I.C. 20-26-11-32