

**APPLICATION TO TRANSFER STUDENT
WHOSE LEGAL SETTLEMENT IS OUTSIDE
THE SPENCER-OWEN COMMUNITY SCHOOL DISTRICT
2018-2019**

Non-resident students requesting transfer must submit this completed application form to the Superintendent's office no later than August 1st each year.

Student Name: _____ Date of Birth: _____

Parent/Guardian Name: _____ Work Phone: _____

Current Address: _____ Home Phone: _____

_____ Cell Phone: _____

Home Corporation: _____ Grade: _____

Reason for Transfer: _____

Requests to transfer students to Spencer-Owen Community Schools whose legal settlement is outside the Spencer-Owen School District will be considered only if filed with the Superintendent's Office by August 1st. Consideration shall be pursuant to the provisions of IC 20-26-11-32 and Spencer-Owen Community Schools Board of Trustees' Policy 5111.

The non-resident student's records and information necessary (i.e. *a complete copy of the student's discipline records from the school corporation of the applicant's legal settlement school corporation.*) for Spencer-Owen Community Schools to determine whether the request to transfer may be denied under IC 20-26-11-32(j) or under Policy 5111 must be submitted with the application requesting transfer.

Signatures below indicate agreement to all the terms and conditions of Indiana Code and Board Policy.

Dated: _____

Signature of Parent/Guardian

Printed name of Parent/Guardian

To be completed by administration:

Present enrollment of receiving school _____.

Capacity of receiving school _____.

Present enrollment of receiving class _____.

Capacity of receiving class/grade _____.

Total enrollment of receiving class/grade _____.

APPROVAL/DENIAL of Transfer Request from Principal

The foregoing transfer request for _____ is hereby

APPROVED/DENIED for the _____ school year by the Principal.

If denied, the basis for denial: _____

DATE

Signature of Principal

APPROVAL/DENIAL of Transfer Request from Superintendent

The foregoing transfer request for _____ is hereby

APPROVED/DENIED for the _____ school year by the Superintendent.

If denied, the basis for denial: _____

DATE

Signature of Superintendent

11. Spencer-Owen Community Schools will not discriminate on the basis of race, color, religion, sex, national origin, age, or handicapping condition, including limited English proficiency, in its educational programs or employment policies as required by state and federal laws.