

## STUDENT ADMISSION POLICY OUT OF DISTRICT STUDENT TRANSFERS

Students who do not reside in the Shelbyville Central School District of Shelby County and wish to enroll in the school system as transfer students will be considered in the following manner:

- A. Application for admission as a transfer student should be submitted to the Assistant Superintendent of SCS.
- B. When all required documents have been received, the Assistant Superintendent will review the request for acceptance or rejection of the application.
- C. Transcripts and other school records must be submitted to the Assistant Superintendent for review.
- D. Medical or other professional documents legally required or appropriate for determining the best education of the student must be submitted to the enrolling Assistant Superintendent.
- E. Transfer students must be enrolled before the start of the fall semester.
- F. When applicable, the parents, guardians, or custodians agree to pay transfer tuition in full before the first student day of the fall semester.
- G. Under no circumstances is a transfer student to be accepted for athletic reasons.
- H. The parents, guardians, or custodians agree to provide transportation to and from the school(s) being attended.
- I. Acceptance will be granted based on availability of space, program, and teaching personnel.
- J. Applications for admittance will be taken on a “first come- first serve basis”. Each application for transfer admittance will be stamped with a date by a corporation secretary.
- K. The following student criteria will be used for accepting a transfer student:
  - a. The non-resident student is in good standing in his/her resident school corporation.
  - b. The child’s school record and past conduct is consistent with the standards expected of the SCS student body. For instance:
    - i. Transfer admission will not be granted to students who have a repeated discipline history.
    - ii. Transfer admission will not be granted to students who have unexcused absences or a poor school attendance record.
    - iii. Transfer admission will not be granted to students at the high school level (grades 9-12) who are not showing progress toward graduation as outlined in the Academic Information of the SHS Student Handbook under “Grade Classification.”
  - c. The parents, guardians, custodians, or student must show to the satisfaction of the Assistant Superintendent that the applicant can be better accommodated in the Shelbyville Central Schools.
  - d. The transfer shall not place an undue burden on the Shelbyville Central Schools.

- L. Transfer applicants will be accepted or rejected on an annual basis and applications will be subject to review prior to the opening of school each year.
- M. The administrative staff will act upon the request for admission and inform the applicant of the status of said request as soon as the Assistant Superintendent can determine eligibility and that the educational goals of the family and student can be furthered at SCS.

**The Shelbyville Central Schools are open to students regardless of age, race, color, religious affiliation, national origin, creed or ancestry, gender, marital status, limited English proficiency, and/or disability.**

**Board Approved: September 9, 2008**