



TRANSFER STUDENTS

The following criteria will be used for accepting transfer students. A transfer student is one whose legal settlement is not within the boundaries of Clinton Prairie School Corporation. Requests by parents, guardians, or custodians of Indiana students who do not reside in the Clinton Prairie School Corporation boundaries but who wish to enroll their child in the school system may be considered for enrollment if they meet the following guidelines:

- Non-resident enrollment is for educational reasons.
- Non-resident student is in good standing in their resident school corporation.
- Payment of all textbooks and fees must be made before or on the first day of attendance.
- The student's disciplinary record is in good standing at the previous school.
- Clinton Prairie may deny a request if the student has previously been suspended or expelled.

Transfer students in grades first through eleventh who are currently enrolled at the end of the school year at Clinton Prairie School Corporation and are in good standing with the school shall remain transfer students at Clinton Prairie School Corporation.

Students transferring to the corporation from other schools 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.

If there is not adequate capacity in a grade level or program to accept all of the new transfer requests a verifiable random selection process will be conducted in a public meeting of the school board to determine who will be accepted.

Clinton Prairie School Corporation may deny a request for an Out of District student if, in the preceding 12 months prior to the request the student:

- A. The student has been suspended or expelled for more than ten (10) days in the twelve (12) months preceding the request for transfer.
- B. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device (IC 20-33-8-16).
- C. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
- D. The student was suspended or expelled for violating a drug or alcohol rules.
- E. The student has a history of excessive absences and the governing body of the school corporation believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled with the school corporation.

- F. The parent/guardian of each applicant for out of district Clinton Prairie School Corporation may discontinue enrollment currently or in a subsequent school year, if a student has:
- a. For violation under IC 20-33-8-16 (possession of a firearm, deadly weapon, or destructive device)
 - b. For causing physical injury to a student, a school employee, or a visitor to the school
 - c. For a violation of a school corporation's drug or alcohol rules.
 - d. The student has had a history of excessive absences and the Superintendent or designee believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled with the school corporation.
 - e. These instances may cause the grade level numbers to fall above the grade level capacity.

Other Transfer Student Requests

A. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the Clinton Prairie Jr./Sr. High School office for students entering grades 7-12 or the Clinton Prairie Elementary office for students entering K-6. Transfers will be considered on a yearly basis.

B. 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. Capacity at each grade level shall be 95 students.

C. Capacity for each program will be a consideration as to whether a student will be admitted.

D. Students of school employees will be accepted.

E. Having a brother or sister who is already attending CPSC prior to the school year and the sibling is entering into kindergarten to begin their school career at Clinton Prairie School Corporation will be considered, but does not automatically qualify any student for enrollment.

F. Transportation for Non Residents

1. Eligibility:

- a. Transportation is provided primarily to students residing within the district.
- b. Non-resident students may be considered for transportation only if:
 - They are being transported to or from a residence within the district.
 - The in-district resident has completed and submitted the official Non-Resident Transportation Permission Form granting authorization for pick-up and drop-off.

2. Permission Requirements:

- a. The in-district resident must submit a completed Non-Resident Transportation Permission Form to the school transportation office.
- b. Permission must be renewed annually or whenever there is a change in transportation arrangements.
- c. The district reserves the right to deny transportation requests if proper authorization is not on file.

3. Capacity and Priority:

- a. Buses will prioritize transportation for in-district students.

- b. If space becomes limited, in-district students will take precedence over non-resident students.
 - c. Non-resident students may be denied transportation if the bus reaches full capacity.
- 4. Scheduling and Routes:
 - a. Non-resident transportation requests are subject to route availability and may require adjustments to accommodate existing schedules.
 - b. The district will notify families in advance if transportation for non-resident students cannot be provided due to capacity or logistical constraints.
- 5. Responsibility and Liability:
 - a. Parents/guardians of non-resident students are responsible for ensuring students are ready for pickup and drop-off at the approved in-district address.
 - b. The district reserves the right to revoke transportation privileges for non-resident students if safety, behavior, or compliance issues arise.

Students and parents may be asked to participate in an interview by the principal or designee of the receiving school prior to the consideration of the transfer.

If a cash transfer student is enrolled after the Fall ADM count date, a fee of \$500 (\$250 deposit will be due with the request: balance due by December 1st of the school year being enrolled).

For more information on enrolling, contact:

Elementary:

Principal – Luke Harlow, 765-654-4473, lharlow@cpsc.k12.in.us

Jr./Sr. High School:

Principal – Kirsten Clark, 765-659-3305, kclark@cpsc.k12.in.us