HAMILTON HEIGHTS SCHOOL CORPORATION
410 WEST MAIN STREET
P.O. BOX 469
ARCADIA, IN 46030

PROCEDURE AND CRITERIA FOR STUDENT TRANSFER

Parents living outside the boundaries of the Hamilton Heights School Corporation who wish their child(ren) to attend Hamilton Heights' schools must complete the Application for Student Transfer and provide the necessary documentation. The application and the documentation requirements must be picked up at the building that your child or children will be attending. The documentation material that will be required, and the completed application, must also be returned to this school. The building principals will exam all materials and make recommendation concerning your admission. Upon positive recommendation from the school administration, the application will be sent to the Board of Education for their approval at a regularly scheduled meeting. Applications will be processed as received, and parents will be notified promptly as to the action of the Board. The final deadline for application submission is the first day of school; however, early application increases your chances for acceptance

The criteria for students being considered for enrollment in the Hamilton Heights School District are as follows:

1. Program space available to accommodate the student.
2. Classroom space available to accommodate the student.
3. An academic record that reflects potential for success *(current school year and two prior years, as appropriate) (high school students must be on the diploma track)*
    a. For students entering Kindergarten, first or second grade, the District may administer a developmental reading assessment as a part of the application process. Scores on this assessment must reflect potential for success.
    b. An average grade of B or better (or equivalent)
    c. For a current resident student moving out of the District, an average grade of C or better is expected for that student to be considered for Student Transfer status.
    d. ISTEP + scores for all grades tested, as appropriate.
    e. Criterion referenced test scores and /or other assessments for standardized test scores *(if applicable to current school)*
4. No prior history of disciplinary problems, including suspension or expulsion.
5. Record of good school attendance *(current school year to date and past two school years, 95% or better expected).*
6. Student's involvement in extra-curricular activities in school or community.
7. Parents/Guardians are responsible for transporting student to and from school; however, accommodations may be made if there is room available on current bus routes. Approval forms are available at the transportation department. The District reserves the right to annually review and revise procedures for transporting students.
8. The District reserves the yearly right to review and determine the continued placement of a child who is admitted on a Student Transfer basis.
9. The District reserves the right to annually review and revise the Student Transfer procedures and assess a cash transfer amount prior to March 1st each year.

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APPLICATION FOR STUDENT TRANSFER STATUS

Student's Name; _____ Date of Birth: _____

Parent's Names: _____

Parent's Address: _____
Street City Zip

Phone: _____ Home School District: _____

School Currently Attending: _____

Address: _____
Street City Zip

Present Grade Level: _____ Desired School: _____
(Placement dependent on availability of space)

Anticipated Date of Enrollment: _____

Why are you seeking Student Transfer status in the Hamilton Heights School District/Corporation?

Please attach documentation of the student's academic record to date for the current school year *(through the first semester).* In addition, please attach transcripts/records of academic performance for the past two years, if applicable. Include grades received. In case of a student entering grade 1 or grade 2, please call the Hamilton Heights Primary School at 984-1530 to arrange for an age-appropriate reading assessment.

Does the student require any modifications or adaptations to his instruction or instructional setting?
_____Y _____N if yes, please describe. (Attach description if necessary)

Please provide information about the student's participation in extra-curricular activities in the school or community in the space below. Attach a separate sheet if additional space is required.

Has the student ever been subject to discipline action by the current school of attendance? If so, please state the reasons for that action, the date(s) of occurrence(s), and the discipline carried out by the school.

Please report the student's attendance record for the current school year and the past two school years, if applicable.

	Days Present	Days Absent
Present School Year	_____	_____
First Preceding School Year	_____	_____
Second Preceding School Year	_____	_____

In submitting this application I am indicating that I understand the conditions of possible enrollment of my child as a Student Transfer student in the Hamilton Heights School Corporation. Further, I am responsible for transportation of my child to and from school. I understand that my child can ride a district bus if I transport the child to a pick-up point of a designated route.
I understand that final approval of this application is subject to approval by the Board of Education of the Hamilton Heights School Corporation. Following approval of Student Transfer status, I understand that continuation of this status is contingent upon my child remaining a student in good standing.

_____
Parent Signature

_____
Date

Note: The First day of school is the final deadline for submission of application and materials to the Office of the Superintendent.

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FOR OFFICE USE ONLY

Date Received: _____ Date of Board Action: _____
Date Sent to School: _____ Board Action: _____ Approved
Date Returned from School _____ _____ Disapproved
School's Action: _____ Approved Date Parent Notified of Action: _____
_____ Disapproved

Principal's Signature: _____