



## ***Eminence Community School Corporation***

6764 SR42 North  
Eminence, IN 46125  
(765) 528-2101



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### **STUDENT TRANSFER APPLICATION FOR ENROLLMENT**

Students who do not reside within the boundaries of the Eminence Community School Corporation and wish to enroll in the school system as transfer students will be considered in the following manner:

1. Application for admission as a transfer student should be submitted to the Administration Office prior to the start of the school year.
2. The Superintendent and the Building Principal will review the request for acceptance or rejection of the application based on:
  - a. Availability of space
  - b. Availability of programs
  - c. Impact on teaching personnel
  - d. Corporation funding levels
  - e. Student academic standing
  - f. Student's attendance patterns
  - g. Student's behavior records
3. A student may be accepted if his/her needs can be accommodated with current staffing and program offerings and whose enrollment does not adversely affect the programming for resident students.
4. Transfer applications will be accepted or rejected on an annual basis. Applications must be submitted each year and will be subject to review prior to the opening of each school year. Students must be in good standing in order to be reconsidered.
5. The administrative staff will act upon the request for admission and inform the applicant of the decision to accept or reject the application.

All book fees, student fees, lunches, etc. will be the responsibility of the parent or guardian and must be paid in full each semester. Failure to pay all fees will result in revoking of transfer status for the upcoming semester.

**2018 - 2019  
ANNUAL NON-RESIDENT  
STUDENT TRANSFER APPLICATION**

(This form must be completed each year for admission)

In order for a non-resident student to attend Eminence Community Schools, this application must be completed and approved according to the attached guidelines. Parents may make application for enrollment beginning April 9, 2018 for the 2018-2019 school year.

The available openings for transfer students will be limited and will be offered on a first come – first served basis. ***It is the responsibility of the parent/guardian to acquire attendance, discipline and academic records from their child's current school.*** This information will be used in the application review process.

Books, fees, lunches, transportation, etc. are the responsibility of the parent or guardian. Note: All students must remain in good standing at all times. All transfer students must adhere to the following or risk having transfer privileges revoked: All fees must be paid by the end of each semester and any unacceptable behavior and/or poor attendance will be addressed immediately.

Parent or Guardian Agreement

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and Zip

\_\_\_\_\_  
Student's date of birth

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
School Attended 2017-2018

\_\_\_\_\_  
Cell #

\_\_\_\_\_  
School Applying to attend 2018-2019

\_\_\_\_\_  
Grade Level for 2018-2019

\_\_\_\_\_  
List all Siblings, school building & grade level they will be attending for 2018-2019

\_\_\_\_\_  
Please describe why you want your student to attend Eminence Community Schools.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby state that I have read and understand the above stipulated conditions including the attached application guidelines, and I agree to abide by all of these conditions. \_\_\_\_\_ (initial)

I understand that approval to attend on a tuition basis is for one school year only. \_\_\_\_\_ (initial)

In addition, I understand that I am responsible for all transportation. \_\_\_\_\_ (initial)

I understand that the superintendent and building principal will review this application at initial application and annually and determine enrollment based on:

Availability of space

- a. Availability of programs
- b. Impact on teaching personnel
- c. Corporation funding levels
- d. Student academic standing
- e. Student's attendance patterns
- f. Student's behavior records

\_\_\_\_\_ (initial)

*By signing below, I give school personnel permission to contact previous school noted above, and to inquire about academic, attendance, and behavioral patterns.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

Date Rec'd \_\_\_\_\_

Rec'd By \_\_\_\_\_

**APPROVAL MUST BE RECEIVED PRIOR TO ENROLLMENT**  
***(Attach student's current Attendance, discipline and academic records)***

❖ GUIDANCE APPROVAL:

\_\_\_\_\_  
Date of approval

\_\_\_\_\_  
Signature

❖ BUILDING PRINCIPAL APPROVAL:

\_\_\_\_\_  
Date of approval

\_\_\_\_\_  
Signature

❖ SUPERINTENDENT APPROVAL:

\_\_\_\_\_  
Date of approval

\_\_\_\_\_  
Signature

FINAL APPROVAL DATE: \_\_\_\_\_

