

# SCHOOL CITY OF WHITING

1500 CENTER STREET

WHITING, INDIANA 46394

(219) 659-0656 • (219) 473-4008 FAX



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## BOARD OF SCHOOL TRUSTEES

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Dear Parents/Guardians of Non-Resident Students:


February 1, 2021

Thank you for your interest in the School City of Whiting. Enrollment packets are available for pick up from **February 1, 2021 to March 26, 2021**. Take note of the following information pertaining to your child's eligibility for enrollment:

- 1. Application Pick Up** – Enrollment Packet Applications need to be picked up at the Administration Building located at 1500 Center Street, Door A from **Monday, February 1, 2021 to Friday, March 26, 2021**.
- 2. Application Period** – Completed applications must be returned to the Administration Building by **appointment only** by calling Kristi Greer at 219-659-0656 ext. 128 between **February 1, 2021 and March 26, 2021, hours 8:00-4:00 p.m.** **Friday, March 26, 2021 is the last day applications will be accepted no exceptions.** Your application must include the following information and as long as parents have proof of Indiana residency:
  - **School Official Request Form from Students' Current School** - A letter from your students' current school official should state that the student has not been suspended for ten (10) or more school days; expelled; or has violated the corporations' drug or alcohol rules during the twelve (12) months preceding the students' request to transfer. This letter/form is part of the application and must be returned with the packet.
  - **Non-Refundable Application Fee** – Non-resident student application and a records release form with a non-refundable application fee of \$75.00 per student is required when returning the application to the Administration Building. Please make checks payable to the School City of Whiting or cash is acceptable.
  - **Required Documents** - Birth Certificate; Immunization Record; and Social Security Card are required.
  - **Proof of Residency** - Proof of Indiana residency form is mandatory and must be part of the application.

On **Monday, March 29, 2021**, once all applications are received, a determination will be made whether or not the number of applications exceeds the number of available slots at each grade level and a lottery will be held. If a lottery is not required, you will be notified of your child's enrollment by mid-April. **If a lottery is necessary, it will be held at the April 26, 2021 regular school board meeting at 6:00 PM. The meeting will be livestreamed and can be viewed on our YouTube page, please check our website prior to the meeting for instructions.**

You will be notified by mail of the status of your child's application following the April 26<sup>th</sup> school board meeting. Questions pertaining to the application packet can be directed to Kristi Greer at the Administrative Building at 219-659-0656 ext. 128

Sincerely,  
  
Cynthia A. Scroggins, Ed.S.  
Superintendent of Schools