RIVER FOREST COMMUNITY SCHOOL CORPORATION

New Non-Resident Tuition Student
Information and Registration Packet
2019-2020 School Year

All completed applications and documentation may be returned to:

River Forest Community School Corporation
Administration Office
3250 Michigan Street
Hobart, IN 46342
219-962-2909
RE: 2019-2020 New Non-Resident Tuition Students

Dear Parent/Guardians of Non-Resident Students:

Thank you for your interest in the River Forest Community School Corporation (RFCSC). Applications for the enrollment of eligible Indiana residents, who live outside the RFCSC district boundaries, are being accepted through June 13, 2019. Students who do not live in the school district but would like to attend our schools must complete an Application for New Non-Resident Tuition Students no later than June 13, 2019. Since we are obligated to first enroll students who live in our school district, we will be able to inform you of whether your application has been approved by the fourth week of July, 2019. You should not withdraw your child from his or her current school until you have been notified your application has been approved.

To be eligible, students must provide the following prior to initiating the enrollment application process:

- Letter from official of your current school stating that the student has not been suspended for ten (10) or more school days, or suspended or expelled for possession of a firearm, deadly weapon, or destructive device, causing physical injury to a person, or has violated the Corporation’s drug or alcohol rules, during the twelve (12) months preceding the student’s request to transfer to the RFCSC and a copy of most recent report card.
- Original birth certificate and immunization record.
- $25 deposit toward cost of each tuition student

Please bring all of the above to your child’s school. Completed applications do not guarantee student enrollment.

Sincerely,

Steven C. Disney, Jr., Ph.D.
Superintendent
Enrolling as a New Non-Resident Tuition Student

The River Forest Community School Corporation accepts for enrollment students who do not live within the school corporation boundaries. Please review the criteria for acceptance below. Please contact Mr. Kevin M. Trezak, Assistant Superintendent, if you have any questions.

Criteria for Accepting New Non-Resident Tuition Students

The following criteria will be used for accepting new tuition students. A non-resident tuition student is one whose legal settlement is not within the boundaries of the River Forest Community School Corporation.

1. A student requesting tuition shall complete the Application for New Non-Resident Tuition Students together with the Non-Resident Tuition Student Request Agreement and submit them with all required documents to the River Forest Community School Corporation Administrative Office by June 13, 2019.

2. A student requesting a tuition transfer from another school district must submit a letter from the transferring school acknowledging the student has not had any suspensions or expulsions within the previous 12 months, that they are not applying to avoid a suspension or expulsion, and that the transferring school district is aware of the student’s request to transfer.

3. A high school (9-12) student requesting a transfer from another school district shall submit transcripts from the home school.

4. The transfer request and letter will be reviewed by the superintendent or his/her designee. The following criteria will be used to determine the transfer request:
   a. The parent/guardian and student shall agree to provide and shall provide transportation to and from the school.
   b. The parent/guardian and student shall agree to and shall arrive on time and be picked up immediately following school dismissal or immediately following the conclusion of the school-sponsored activity in which the student participates.
   c. A tuition transfer request shall be denied based on one or more of the following:
      i. The student has been suspended or expelled for more than 10 days in the 12 months preceding the request for transfer.
      ii. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
      iii. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
      iv. The student was suspended or expelled for violating a drug or alcohol rule.
      v. Admission cannot cause a class or section to become overcrowded or additional staff to be needed.
   d. River Forest Community School Corporation enrollment capacity will be a consideration as to whether or not the student will be admitted.
   e. 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.
   f. Under no circumstances will a tuition student be accepted solely for athletic reasons.
5. Following the review of the written documentation, an interview may be scheduled with the student and the parents.

6. A recommendation will be developed by the superintendent or his/her designee as to whether or not to accept the tuition student.

7. Once the superintendent or his/her designee makes the final determination, the parent/guardian will be notified. If accepted the tuition fee must be paid in full. The tuition fee structure is:

   1\textsuperscript{st} student in family - $100
   Additional students - $25 each

8. Capacity for each grade level in each building will be determined in July. Consideration as to whether the student will be admitted or a random drawing will take place will be based on capacity and the number of applicants. A random drawing will take place in a public meeting of the school board when the number of eligible tuition applicants exceeds the capacity of the grade level. When determining capacity space needed for resident students, current tuition students, siblings of such students, and employees’ children will be taken into consideration.

9. Applications must be submitted by June 13 of the year requesting a tuition transfer to begin the school year. Applications received after June 13 will be considered when an opening is identified.

10. Priority preference will be given to students with a parent who is an employee of the school corporation or students with a sibling or other member of the household who is currently a student in the transferee school.

11. Students transferring to River Forest Community School Corporation from other schools or school corporations shall be placed in those classes or those grade levels for which their previous educational experiences appear to qualify them. River Forest Community School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

12. Tuition students will not be eligible for academic awards such as valedictorian or salutatorian if they were not enrolled in the River Forest Community School Corporation for all of their junior and senior years.

13. Parents will be notified by the 4\textsuperscript{th} week in July as to whether or not the student has been accepted for enrollment.

14. Following summer registration, elementary students will be assigned to the elementary schools as needed to maintain level class sizes.

15. River Forest Community School Corporation will not discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, including limited English proficiency, in its educational programs or employment policies as required by the state and federal laws.

16. Students who violate any of the above mentioned criteria may be removed, thereby nullifying this agreement.
# 2019-2020 Application for New Non-Resident Tuition Student

**One per student**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information Provided</th>
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<tbody>
<tr>
<td>Student Name</td>
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<tr>
<td>Date of Birth</td>
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<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Student Address</td>
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<td>City</td>
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<tr>
<td>State</td>
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<tr>
<td>Zip Code</td>
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</tr>
<tr>
<td>Parent/Guardian name(s)</td>
<td></td>
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<tr>
<td>Current School:</td>
<td></td>
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<tr>
<td>Grade (2019-2020):</td>
<td></td>
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<tr>
<td>Check One:</td>
<td>General Education</td>
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<tr>
<td>Special Education</td>
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</tbody>
</table>

If requesting enrollment for siblings, print names and grade for 2019-2020

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**The following statement applies to high school students only**

I understand that transferring schools may affect my child’s eligibility to participate in athletics. The River Forest Community School Corporation follows the Indiana High School Athletic Association (IHSSA) eligibility rules in regard to transfers between schools. Information regarding the IHSSA transfer rules may be obtained from the Athletic Director in your high school or at www.IHSAA.org.

Have you participated in athletics at your current school?  Yes:_____  No:_____  Sport(s):__________________

Do you plan to participate in athletics if transferred?  Yes:_____  No:_____  Sport(s):__________________

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Parents are to include the following documents with the application so that placement determination can be made once the student is accepted for enrollment:

1. Indiana residency documentation, original birth certificate and immunization record.
2. Most recent report card and written Student/Parent Reason for Tuition Request.
3. Letter from current school indicating that the student is in good standing, has no suspensions or expulsions for possession of a firearm, deadly weapon or a destructive device causing physical injury to a person. Student has not violated the corporation drug or alcohol rule during the twelve (12) months preceding this transfer request.

I AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

I UNDERSTAND THE APPLICATION PROCESS DOES NOT GUARANTEE ENROLLMENT.

Parent/Guardian Signature:______________________________  Date:____________________

FOR USE BY THE SUPERINTENDENT’S OFFICE:

Request approved:  Yes_____  No_____  Assigned School:________________________

Reason for denial:  Capacity_____  Suspension_____  Expulsion_____  

Authorized signature from the Superintendent’s Office:________________________  Date:______
River Forest Community Schools Student/Parent Reason for Tuition Request

_____District Employee  _____Better Education Opportunities  _____Other-please specify below in statement

Please check the appropriate space above:
Additionally, please write a statement further clarifying your purpose in applying for tuition to the River Forest Community Schools.

______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________

TUITION REQUEST AGREEMENT
One per student

Student Name:_________________  Date of Birth:_______________  Grade (2019-2020):_____  
(Last, first, middle)
Address:________________________ City:_______________  State:____  Zip Code:__________
Home phone:_______________  Mother’s Cell Phone:_______________  Father’s Cell Phone:_______________
Current School District:_________________________________  Current School:____________________________
School Address:_______________________________  City:________________  State:____  Zip Code:_______
School Phone:___________________________  Name of Principal:_______________________________________

PARENT/GUARDIAN INFORMATION

Parent/Guardian #1: Name (Last, First):_______________________________________________________
Address:_____________________________________  City:_______________  State:_____  Zip Code:___________
Email:____________________________________  Home Phone:__________________  Cell Phone:___________
Name of Employer:_________________________  Occupation:________________  Work Phone:_______________

Parent/Guardian #2: Name (Last, First):_______________________________________________________
Address:_____________________________________  City:_______________  State:_____  Zip Code:_______
Email:____________________________________  Home Phone:__________________  Cell Phone:___________
Name of Employer:_________________________  Occupation:________________  Work Phone:_______________

PARENT/GUARDIAN STATEMENT:

Please sign below to authorize the River Forest Community School Corporation officials to contact your current school for further information. Also, it’s understood that we, as parents/guardians, must assume responsibility for adequate transportation and supervision to and from school. We certify that we have read and agree to the above terms of the River Forest Community School Corporation.

Student’s Signature:____________________________________________  Date signed:__________________________

Parent’s/Guardian’s Signature:____________________________________  Date signed:__________________________
RIVER FOREST COMMUNITY SCHOOL CORPORATION

RELEASE OF STUDENT INFORMATION/AUTORIZACIÓN PARA DIVULGACIÓN DE INFORMACIÓN DEL ESTUDIANTE

Student Name: ______________________________ Birth Date: __________________

Nombre del estudiante: __________________________ Fecha de nacimiento: ___________

Current Grade: ________

Grado Actual: ______

School Where Enrolled: __________________________ Address of School: __________________________

Escuela Donde Esta Inscrito: __________________________ Direccion de la escuela: __________________________

This Release of Educational and Medical Records is used to obtain records from other schools, educational providers, medical providers or agencies.

Reason for Release: Assist with the implementation of the education program/ provide previous educational records, facilitate communication with person involved with student: obtain Medical or Mental Health records.

Records to be Released: All records and information which exists, either verbal or written, may be released including Official Transcripts/Grades, Birth Certificate, Health Records, Attendance Records, Discipline Records, Psychological Evaluations, IEP, 504 Home Language Survey and Test Scores/Results.

Release Records to Whom: This individual’s records may be released or obtained by the following:

Henry S. Evans Elementary School
2915 E. 35th Avenue
Lake Station, IN 46405
219-962-1608 Fax 219-962-1643

John I. Meister Elementary School
3300 Jay Street
Hobart, IN 46342
219-962-1103 Fax 219-962-1459

River Forest Junior Senior High School
3300 Indiana Street
Hobart, IN 46342
219-962-7551 Fax 219-962-8338

PARENT/GUARDIAN APPROVAL: Sign and date the release __________________________

Parent/Guardian Signature __________________________ Date __________

I authorize the River Forest Community School Corporation to release/disclose/obtain/exchange confidential records and information to or from the person(s) or organizations designated on this release. I understand that I may request a copy of any records received or released and have the right to challenge the contents of any school records, as provided by the family Educational Rights and Privacy Act of 1974. I understand the River Forest Community School Corporation’s disclosure of confidential information pursuant to this release can no longer assure how the recipient will use the records.

This release is subject to revocation at any time.