

## OUT-OF-DISTRICT ENROLLMENT APPLICATION

The West Washington School Corporation Board of Trustees recognizes that a child must be a legal resident of the West Washington School Corporation in order to attend the school. The Board further recognizes that extenuating circumstances often arise and have adopted an out-of-district enrollment process for these cases to be considered. The building principal and superintendent have been granted the discretion to grant or deny any and all transfer request based on the criteria established below.

Requests by parents, guardians/custodians of Indiana students who do not reside in the West Washington School Corporation but who wish to enroll their child in the school system will be considered for enrollment if:

- Non-resident enrollment is solely for educational reasons;
- Non-resident students are in good standing in their resident school corporation.
- Parents, guardians, or custodians agree to provide transportation to and from the school.
- When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the West Washington School Corporation. NOTE: If a student is enrolled BEFORE the fall count date, there will be no tuition charged. However, if a student is enrolled AFTER the fall count date, the regular fee established by the Department of Education will be charged.
- The existing class size of the grade level in which the student is enrolled at West Washington is not already high.
- The transfer does not place an undue burden on the West Washington School Corporation.

The decision on acceptance of a non-resident student will be made by the principal and superintendent of schools based on the submission of the following materials to the superintendent's office:

1. Completed WWSC Enrollment Forms
2. Copy of the student's academic record at the previous school
3. Copy of the student's attendance record at the previous school
4. Copy of the student's disciplinary record at the previous school
5. Letter to superintendent explaining reasons for out-of-district enrollment request. This letter should be written by parent/guardian of elementary students. Middle and high school students should compose their own letter requesting enrollment.

Students transferring to West Washington School Corporation from other schools or school systems 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.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_ Gender \_\_\_M\_\_\_F

Previous School \_\_\_\_\_

Parent Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_