

## Non-Resident Student Transfer Application

Parents, guardians, or custodians of Indiana students who do not reside in the Metropolitan School District of Mount Vernon (MSDMV) but who wish to enroll their child in the school system are eligible to have their child considered for enrollment by completing the form below. **Application for admission must be submitted to the building principal prior to the end of the second full week of the semester in which the applicants wish to enroll their student.** No applications will be considered past this time. See MSDMV Policy 302.01. Procedures for applying for non-resident student admission are as follows:

1. The principal will review and accept or reject the application based on:
  - a. Availability of space, program, and teaching personnel.
  - b. Determination that the parent of the student is an employee of MSDMV.
  - c. Determination that the educational goals of the family and student can be furthered at MSDMV.
  - d. Determination that the child's school record and past conduct are consistent with the standards expected of the MSDMV student body.
  - e. Determination that the parents, guardians, or custodians agree to provide transportation to and from the school(s) being attended.
  - f. All applications and signed statements being submitted according to the timelines.
2. Transfer applicants will be accepted or rejected on an annual basis and applications will be subject to review prior to the opening of each school year.
3. The parents, guardians, or custodians agree to pay all required transfer tuition in a timely manner, on or before the date of enrollment each semester.

The building principal will grant or deny transfer requests based on established guidelines. Determination of the principal will be sent to the Parent/Guardian/Legal Custodian. Appeals of the principal's determination should be directed to the superintendent or his designee. The determination of the superintendent or his designee may be appealed to the Board of School Trustees. All appeals should be submitted within two days of receiving the determination by contacting the superintendent's office.

Parent/Guardian/Legal Custodian Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Age: \_\_\_\_\_

Requested Transfer School Year: \_\_\_\_\_ Student's Grade Level for Requested School Year: \_\_\_\_\_

Student's Current School of Enrollment: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

What educational goals can be furthered by enrolling your child at MSDMV? Why do you want your child to attend this school? (Use additional sheets if necessary.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign the following:

As Parent/Guardian/Legal Custodian I agree to and understand the following: I certify that my child is in good standing at his/her last/current school. Also, if accepted, I will be responsible for transportation of my child to and from school and will pay the tuition on or before the first day of enrollment of each semester. I understand that this application is for the requested school year ONLY and that I will need to apply again each year if I want my child to continue at this school.

\_\_\_\_\_  
Signature of Parent/Guardian/Legal Custodian

\_\_\_\_\_  
Date Signed

**To be completed by principal:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ (Circle one) Accepted Rejected

Reason rejected: \_\_\_\_\_