



South Vermillion Community School Corporation

Together We Believe ★ Together We Achieve ★ Together We Succeed

800 W. Wildcat Drive, Clinton, IN 47842 (765) 832-2426 FAX: (765) 832-7391
www.svcs.k12.in.us

Form 5120-F1

Elementary Transfer Request

Students enrolled in the South Vermillion Community School Corporation are expected to attend school within the attendance boundary where they live. However, it is also recognized that there may be valid reasons to attend another school within the school corporation that is not within the attendance boundary of the home. In such cases, a Student Transfer Request must be submitted. Approval will be granted provided all conditions for a student transfer are met.

Student Transfer Agreement

Student Name _____ Grade _____
Parent(s) Name _____
Address _____
Phone (Home/Work) _____ (Cell) _____

I request that my child be transferred from _____ school to _____ school for the _____ school year.

Reason for Student Transfer Request:

I understand that this transfer, if approved, may be temporary and my child may have to return to the school in our attendance area if overcrowding or other factors influencing the educational program or student well-being makes the transfer no longer feasible. I also understand that the Board of School Trustees has the final authority of this transfer request.

Parent's Signature

Sending Principal Action: Approved ____ Not Approved ____
Receiving Principal Action: Approved ____ Not Approved ____

Board Action: Approved ____ Not Approved ____ Date _____

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David A. Chapman: Superintendent of Schools
Dr. Jennifer French: Director of Curriculum, Instruction and Assessment
Jennifer Fossi: Director of Instructional Technology
Cindy Guinn: Business Manager
Stephanie Farrington: Administrative Secretary, Payroll & Personnel Mgr.



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Elementary Transfer Guidelines

The Board of School Trustees may authorize the transfer of an elementary student from one attendance boundary to another for specified "extra-ordinary" circumstances. The final determination of any transfer shall be based upon what is in the best interest of the student's well-being and educational needs, as well as the efficiency and effectiveness of the school corporation.

The following guidelines shall be adhered to in determination of the transfer request:

- A. Parent(s)/Legal Guardian(s) must petition for a transfer (Form 5120 F1). This form must be signed and returned to the Superintendent's Office on, or prior to, August 1.
- B. The completed form will be sent to both the "sending" principal and the "receiving" principal for consideration.
- C. Transfers will be recommended based on need and class size. This may not be determined until after the school year begins and official class counts are established. Transfers, in some instances, may not be approved until after school enrollment is completed.
- D. The "receiving" principal will assign the approved student transfer to a specific classroom in order to maintain balance among classrooms.
- E. Transportation to and from school for approved transfer requests is the responsibility of the parent(s)/guardian(s). Failure to provide daily transportation will result in denial of the request.
- F. Poor attendance, tardiness, and/or disciplinary problems will be grounds for the transfer status to be rescinded.
- G. Once the transfer request is approved, it shall be for the remainder of the current school year unless rescinded (as noted in F.). Transfer students may not voluntarily transfer back to the "home" school voluntarily.
- H. Transfer requests must be submitted on an annual basis.
- I. Parent(s)/Guardian(s) are required to pay all school fees, attend conferences and keep the school informed of current contact information.
- J. Transfer status of special needs students will be approved based on Case Conference Committee recommendations, as well as location of specific programming needs.
- K. The School Board shall have the final authority in approving transfer requests.

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