

REQUEST PROCEDURE

Step # 1

Parent and student must make an appointment to meet with building principal. This completed request form is to be presented to the building principal with the copies of the following information.

**** Documentation of student records:**

1. Attendance at previous school
2. Academic progress at previous school
3. Birth certificate and current immunization records
4. Credits completed (high school students)
5. ISTEP + scores
6. Any other information requested by the principal or superintendent including discipline reports

Step # 2

Building principal will review student records and verify student school history with officials at student's previous schools.

Step # 3

Building principal and superintendent will make a decision on acceptance of transfer request based upon:

**** Student discipline records at previous schools --- A student who has been **SUSPENDED** or **EXPELLED** during the twelve months preceding the student's request for transfer will be denied if suspension or expulsion was for**

1. ten or more days;
2. a violation under IC 20-33-8-16 possession of firearms, deadly weapons, or destructive devices);
3. causing physical injury to a student, employee, or a visitor to the school; or
4. a violation of a school corporations' drug or alcohol rules

**** Class size of the grade level in which the student is enrolling at BCCSC**

1. grade level capacities are indicated on the first page
2. in the event that the number of new student transfer requests exceeds the number of available spaces, a public drawing shall be held by the Board of School Trustees to determine which requests will be approved. A waiting list of new student transfer requests will be maintained for each grade level in which capacity has been met or exceeded. Should the number of students in a given grade level drop below capacity, a public drawing will be scheduled and held to determine which student(s) will be enrolled.
3. In the event that the number of new student transfer requests does not exceed the number of available spaces in a given grade level, new student transfer requests will be admitted until capacity is reached.

TRANSFER REQUEST IS (circled):	Approved	Denied
Signature of Building Principal _____		Date _____
Signature of Superintendent _____		Date _____