

# Rensselaer Central Schools Corporation

## Procedure and Criteria for Out of District Student Transfers

Parents living outside the boundaries of Rensselaer Central Schools Corporation who wish their child(ren) to attend Rensselaer Central Schools Corporation must complete the Application for Out of District Student Transfer and provide the necessary documentation. The application and the documentation requirements can be picked up at the building that your child(ren) will be attending, at the Rensselaer Central Schools Corporation administration office, or on the Rensselaer Central Schools Corporation web site ([www.rensselaerschools.org](http://www.rensselaerschools.org)). The documentation material that will be required, and the completed application, must be returned to the Rensselaer Central Schools Corporation administration office. The building principals will exam all materials then make a recommendation concerning your admission. Upon positive recommendation from the school administration, the application will be sent to the Superintendent of Schools and upon approval, sent to the Board of Education for their approval at a regularly scheduled meeting. Applications will be processed as received, and parents will be notified promptly as to the action of the Board. The final deadline for application submission for the fall semester is August 1.

The criteria for students being considered for enrollment in Rensselaer Central Schools Corporation is as follows:

1. Program space available to accommodate the student.
2. Classroom space available to accommodate the student.
3. An academic record that reflects potential for success as appropriate (high school students must be on the diploma track).
  - a. For students entering kindergarten, first, or second grade, the District may administer a developmental reading assessment as a part of the application process. Scores on this assessment must reflect potential for success.
  - b. An average grade of C or better (or equivalent).
  - c. For a current resident student moving out of the District, an average grade of C or better is expected for that student to be considered.
  - d. ISTEP+ scores for all grades tested, as appropriate.
4. No prior history of disciplinary problems, including suspension or expulsion.
5. Record of good school attendance (95% or better expected).
6. The District reserves the yearly right to review and determine the continued placement of a child who is admitted.
7. Under no circumstances is an Out of District Student to be accepted for athletic reasons.

**Rensselaer Central Schools Corporation**  
**Application for Out of District Student Transfer**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_  
Street City Zip

Phone: \_\_\_\_\_ Home School District: \_\_\_\_\_

School Currently Attending: \_\_\_\_\_

School Address: \_\_\_\_\_  
Street City Zip

Present Grade Level: \_\_\_\_\_ Desired School: \_\_\_\_\_  
(Placement dependent on availability of space)

Anticipated Date of Enrollment: \_\_\_\_\_

Why are you seeking to transfer to Rensselaer Central Schools Corporation?

Please attach documentation of the student's academic record for the current school year. Include grades received.

Does the student require any modifications or adaptations to his/her instruction or instructional setting?  
\_\_\_\_\_ Y \_\_\_\_\_ N If yes, please describe. (Attach description if necessary.)

Has the student been subject to discipline action by the current school of attendance within the last 12 months? If so, please state the reasons for that action, the date(s) of occurrence(s), and the discipline carried out by the school.

Please report the student's attendance record for the current school year and the past two school years, if applicable.

	Days Present	Days Absent
Present School Year	_____	_____
First Preceding School Year	_____	_____
Second Preceding School Year	_____	_____

In submitting this application I am indicating that I understand the conditions of possible enrollment of my child as an Out of District Transfer student in Rensselaer Central Schools Corporation. Further, I understand I am responsible for transportation of my child to and from school. I understand my child can ride a district bus if I transport the child to a pick-up point of a designated route.

I understand final approval of this application is subject to approval by the Board of Education of Rensselaer Central Schools Corporation. Following approval of Out of District Transfer status, I understand continuation of this status is contingent upon my child remaining a student in good standing at RCSC.

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

\_\_\_\_\_  
Date

Return the completed application to: Rensselaer Central Schools Corporation  
Office of the Superintendent  
900 E. Washington Street  
Rensselaer, IN 47978

Or fax to: 219-866-8360, to the attention of Superintendent of Schools.

**Note: August 1 is the final deadline for submission of application and materials to the Office of the Superintendent.**

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Superintendent Action: \_\_\_\_\_ Approved

Date Sent to School: \_\_\_\_\_ \_\_\_\_\_ Denied

Date Returned from School: \_\_\_\_\_ Date of Board Action: \_\_\_\_\_

School Action: \_\_\_\_\_ Approved Board Action: \_\_\_\_\_ Approved

\_\_\_\_\_ Denied \_\_\_\_\_ Denied

Date Parent Notified of Action: \_\_\_\_\_

Rensselaer Central Schools Corporation has established the number of students who are without legal settlement in the Corporation that will be accepted for Out of District Transfer for the 2017-2018 school year. For each school in the corporation the maximum number of students who will be accepted is shown below:

Primary (K-2)	<u>5 students per grade</u>
Van Elementary (3-5)	<u>5 students per grade</u>
Middle School (6-8)	<u>5 students per grade</u>
High School (9-12)	<u>8 students per grade</u>

Individuals interested in Out of District Transfer to Rensselaer Central Schools Corporation should contact the Office of the Superintendent for information.