

# LAKE STATION COMMUNITY SCHOOLS

Thomas A. Edison Junior Senior High School  
Virgil I. Bailey Elementary School  
Alexander Hamilton Elementary School



## 2018-2019 School Year Out-of-District Transfer / Enrollment Request

Lake Station Community Schools is obligated to first enroll students who live in our school district. Applications must be submitted by August 1, 2018. We may not be able to inform you of whether your student has been approved until in-district school registration has been completed. You will be notified by August 17, 2018 if your child(ren) have been approved. The school year starts Monday, August 20, 2018. You should not withdraw your child from his or her current school until you have been notified that your application has been approved. No school bus transportation services are provided from home to school or school to home.

### Enrolling as a Transfer Student

Lake Station Community School Corporation accepts for enrollment students who do not live within the school corporation boundaries. Please review the criteria for acceptance below.

### Criteria for Accepting Transfer Students

The following criteria will be used for accepting transfer students. A transfer student is one whose legal settlement is not within the boundaries of the Lake Station Community School Corporation.

1. Complete the Application for Transfer of Non-Resident Student and submit it with required documents to the Lake Station Community School Corporation Superintendent's Office by August 1.
2. The following criteria will be used to determine the transfer request:
  - a. The parent/guardian and student must provide transportation to and from the school.
  - b. The parent/guardian and student shall agree to arrive on time and be picked up after school or immediately after a school-sponsored activity is over.
  - c. A transfer request shall be denied based on one or more of the following:
    - i. The student has been suspended or expelled for more than 10 days in the 12 months preceding the request for transfer.
    - ii. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
    - iii. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
    - iv. The student was suspended or expelled for violating a drug or alcohol rule.
    - v. Admission cannot cause a class or section to become overcrowded or additional staff to be needed.
  - d. Enrollment capacity will be a consideration whether the student will be admitted.
  - e. A student may be accepted if his/her needs can be accommodated with current staffing and program offerings.
  - f. Under no circumstances will a transfer student be accepted solely for athletic reasons.
3. An interview may be scheduled with the student and the parents.
4. Once a final determination is made, the parent/guardian will be notified.
5. Capacity for each grade level in each building is determined annually. Consideration as to whether the student will be admitted, or a random drawing will take place will be based on capacity and the number of applicants. A random drawing will take place in a public meeting of the school board when the number of eligible transfer applicants exceeds the capacity of the grade level.
6. Applications must be submitted by August 1. Applications received after August 1 will be considered as space is available on first come first served basis.
7. Transfer students will not be eligible for academic awards such as valedictorian or salutatorian if they were not enrolled in the Lake Station Community School Corporation for all their junior and senior years.
8. Lake Station Community School Corporation will not discriminate based on race, color, religion, sex, national origin, age, handicapping condition, including limited English proficiency, in its educational programs or employment policies as required by state and federal laws.

### Return documents to:

**Lake Station Community Schools  
Administration Center  
2500 Pike Street / Lake Station, Indiana 46405-2258**

# LAKE STATION COMMUNITY SCHOOLS

## Request for Students Records



Student's Former School: \_\_\_\_\_  
*Escuela anterior del estudiante*

School Address: \_\_\_\_\_  
*Dirección de la escuela*

School Phone number: \_\_\_\_\_  
*Número de teléfono de la escuela*

School Fax (If known): \_\_\_\_\_  
*Fax de la escuela*

Please forward the records of the following student(s):  
*Envíe los archivos estudiantiles siguientes:*

Student Name <i>Nombre del estudiante</i>	Grade Level <i>Grado</i>	Birthdate(s) <i>Fecha de nacimiento</i>	Dates Enrolled <i>Fechas matriculadas en la escuela</i>

The following records are needed for each child. All information will be for the professional academic use of authorized Lake Station Community Schools personnel only. Thank you for your cooperation.

- Transcript/Cumulative Record *(archivos cumulativos)*
- Attendance/Absence Record *(registro de asistencia/ausencia)*
- Discipline Records *(informe de conducta)*
- Health Records *(informe de salud)*
- Test Scores *(notas de pruebas estandarizadas)*
- Report Cards *(boletín de calificaciones)*
- I.E.P. – if applicable *(I.E.P – plan de Educación Individualizado – si corresponde)*
- Home Language Survey *(Encuesta Sobre el Idioma del Hogar)*
- Any further information you can give to help us on proper placement will be appreciated.

*Le agradecemos toda la información que nos pueda facilitar para colocar apropiadamente al alumno.*

I, the undersigned parent/guardian request and authorize release of all of the above listed documents to the Lake Station Community Schools.

Parent(s) Name(s) (Printed): \_\_\_\_\_  
*Nombre de padre (en letra de molde)*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Firma de padre/madre fecha*

To be filled out by Lake Station Schools Personnel only:  
*Sección para el uso exclusivo del personal de las Escuelas de Lake Station:*

Current School Name: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

School Fax Number: \_\_\_\_\_

Requesting Individual: \_\_\_\_\_

# APPLICATION FOR OUT-OF-DISTRICT STUDENT



Student(s) reside(s) with this parent/guardian? \_\_\_\_ Yes \_\_\_\_ No

## Parent / Guardian #1

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Postal Zip Code)

Phone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Student(s) reside(s) with this parent/guardian? \_\_\_\_ Yes \_\_\_\_ No

## Parent / Guardian #2

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Postal Zip Code)

Phone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Have you participated in athletics at your current school? \_\_\_\_ Yes \_\_\_\_ No Sport(s): \_\_\_\_\_

Do you plan to participate in athletics if transferred? \_\_\_\_ Yes \_\_\_\_ No Sport(s): \_\_\_\_\_

\*\*\*\*\*  
**FOR USE BY THE SUPERINTENDENT'S OFFICE:**

Request approved: \_\_\_\_ Yes \_\_\_\_ No Assigned school: \_\_\_\_\_

Reason for denial: \_\_\_\_\_ Capacity \_\_\_\_\_ Suspension \_\_\_\_\_ Expulsion \_\_\_\_\_ Attendance \_\_\_\_\_



# OUT OF DISTRICT ENROLLMENT AGREEMENT

**THIS AGREEMENT**, dated as set forth below, between the below-named parent(s)/legal guardian(s) (“Guardian”) of the student(s) set forth below (“Student(s)”) and the Lake Station Community Schools (“School”), wherein it is agreed as follows:

1. Student(s) Guardian agrees to pay the School tuition, *if necessary*, in the amount determined to be the difference between the state’s funding formula and the actual expense as determined by School Form 515 which for 2018-2019 is zero (\$0.00), exclusive of book rental, for the below-named Student(s) to attend the School commencing **August 20, 2018** and ending **June 5, 2019**. Said tuition, *if necessary*, shall be based upon the student’s enrollment and inclusion in the Schools September ADM count. *If the below-named non-resident student is permitted to enroll in Lake Station Community Schools after the September ADM count, then per the State Board of Accounts the tuition amount owed will be 100% of the actual expense as determined by completion of School Form 515. Payment shall be prorated for the total number of days of enrollment and shall be due in full at the time of enrollment.*
2. Said tuition shall be paid in full on or before the student’s first day of attendance or within 15 days of the notification of the tuition amount due. **Payment is due at the business office**, Lake Station Community Schools, 2500 Pike Street, Lake Station, IN 46405, by the term set forth above.
3. It is further agreed between the parties the School will not provide transportation services for students who reside outside of the Lake Station Community Schools boundaries. Parents, guardians, or custodians of the non-resident Student(s) agree to provide all transportation to and from school and extra-curricular activities as necessary and appropriate. If the School provides transportation services to Student(s), Guardian(s) shall reimburse costs to the School.
4. This Agreement must be completed, and any necessary payment must be received by the applicable term set forth above for the below-named Student(s) to be classified as officially enrolled in the School. The annual tuition is subject to adjustment, increase or decrease, at the end of the school year. Any refund or additional charge will be made after July 1 for the preceding school year.
5. It is further agreed that should the Guardian fail in its obligations under this agreement stated above, or provide false, misleading or incomplete information in this application and agreement the School shall have the right to deny further services and Student(s) will be excluded from further attendance in the School.

**\*\*\*\*\*The following statement applies to high school students only\*\*\*\*\***

6. I understand that transferring schools may affect my child’s eligibility to participate in athletics. Lake Station Community Schools follows the Indiana High School Athletic Association (IHSAA) eligibility rules regarding transfers between schools. Information regarding the IHSAA transfer rules may be obtained from the Athletic Director in your high school or at [www.IHSAA.org](http://www.IHSAA.org).

This agreement shall be binding upon all the parties, their executors, administrators, heirs and assigns.

IN WITNESS WHEREOF, the parties have hereto affixed their signatures the day of year written above. Each party has been provided with a copy of this agreement.

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Student(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved:

\_\_\_\_\_  
Lake Station Community Schools

\_\_\_\_\_  
Date