

Guidelines for Policy 5111 – Non-Resident Student Admissions

The following criteria will be used for accepting transfer students. A non-resident student is one whose legal settlement is not within the boundaries of the Penn-Harris-Madison School Corporation.

1. A non-resident student requesting admission to the Penn-Harris-Madison School Corporation shall complete the Non-Resident Student Admissions Request application and submit the completed form to the Penn-Harris-Madison School Corporation. Transfers shall be reviewed on an annual basis by the Transfer Review Committee, who will make a recommendation to the Superintendent.
2. Following a review of the application, the Transfer Review Committee may schedule an interview (in person or by phone) with the parent and student.
3. The following criteria will be used in analyzing the non-resident student admission request:
 - a. The parents, guardians, custodians, or student must be able to provide his/her own transportation to and from school.
 - b. The student must arrive on time and be picked up immediately following school dismissal or immediately following the conclusion of the school sponsored activity in which the student participates.
 - c. The non-resident student must be in good standing at their previous school and provide supporting documents regarding attendance, academic success, and any disciplinary action.
 - d. Class size and program capacity of the school/grade level in which the non-resident student requests to enroll will be taken into consideration.
 - e. A student may be accepted if his/her needs can be accommodated with current staffing and program offerings and whose enrollment does not adversely affect the programming.
 - f. The parent and student may be asked to participate in an interview with the Transfer Review Committee prior to the consideration of the transfer.
4. If the applicant meets the criteria for acceptance and is approved by the Transfer Review Committee, his/her name will be placed into a lottery for the slots that are available. The parent/legal guardian will be notified if the student receives a placement. Applicants will remain in the lottery until the start of school. They can reapply for entry the following year if they are not accepted.

5. Following notification of selection in the lottery, the parent/guardian and student must complete all enrollment documents. Secondary students must make a scheduling appointment at the school to which they have been assigned.

6. Parents of transfer students are encouraged to be active in their student's school.

The Penn-Harris-Madison School Corporation will not discriminate on the basis of race, color, religion, sex, national origin, age, or handicapping conditions, including limited English proficiency, in its decision.

Legal References: I.C. 20-18-2-11; 20-33-2-12, 20-33-8-17; 20-26-11-1; 20-26-11-2; 20-26-11-2.5
Plyer v. Doe, 457 U.S. 202 (2004)

Reference: Board Policy 5111 – Eligibility of Resident/Non-Resident Students