



115 WEST SOUTH STREET • CENTERVILLE, IN 47330

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# Transfer Student General Information, Guidelines and Application

## For the 2023-2024 School Year

### GENERAL INFORMATION

Centerville-Abington Community Schools is accepting new applications transfer students. An application is to be completed for: **Students living outside Centerville-Abington Community School district in K-12.** To be a resident student, a student's parent or guardian must reside in either Abington or Center townships.

### Administrative Guidelines

**The Centerville-Abington Community Schools ("Centerville") will enroll students who reside outside of its district boundaries under the following conditions as described in Indiana Code 20-26-22-32:**

- (1) The governing body of a school corporation shall annually establish the number of students the school corporation **has the capacity to accept July 1, 2023**. For the 2023-2024 school year the allowable transfers at each grade level follow:
  - Kindergarten – no limit
  - First Grade – no limit
  - Second Grade – no limit
  - Third Grade – no limit
  - Fourth Grade – no limit
  - Fifth Grade – no limit
  - Sixth Grade – no limit
  - Seventh Grade – no limit
  - Eighth Grade – no limit
  - Ninth Grade – no limit
  - Tenth Grade – no limit
  - Eleventh Grade – no limit
  - Twelfth Grade – no limit





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- (2) Except as provided in paragraph number 3, Centerville-Abington may not deny a request for a student to transfer into the school district if the student requesting to transfer:
  - a. Has a brother or sister who is already attending Centerville, or
  - b. Has a parent who is an employee of Centerville-Abington Schools **and earns at least \$8,000 a year with the school corporation.**
  
- (3) In order to ensure that a student will be accepted as a transfer student
  - a. Centerville-Abington will deny a request for a student to transfer to our school district if the student has been **suspended** for more than ten days or **expelled** anytime during the twelve (12) months *preceding* the student's request to transfer under this section. This applies to a transfer from another school or the continuation of a transfer from Centerville-Abington Schools after the expulsion from our school.
  - b. When an out-of-district student has had a history of unexcused absences and the governing body of the school corporation believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled with the school corporation, the school corporation may: (1) deny enrollment; (2) discontinue enrollment during a current or in a subsequent school year; or, (3) establish terms and conditions for enrollment or continued enrollment in a subsequent year. If a student is denied enrollment, the school corporation must provide the student with adequate notice of the decision, including the basis for the belief that attendance would be a problem based on where the student resides, and a meaningful opportunity to be heard. Please be sure to consult with your school's attorney regarding the form of notice and manner in which the student may be heard on the decision.
  - c. A student who attends Centerville-Abington Community Schools as a transfer student during a school year may continue to attend the school district in subsequent years as long as the student meets the criteria established by state law.
  - d. A transfer student's status will be reviewed annually by the principal.**
  
- 4) The parents of a student completing a transfer application are responsible for providing Centerville-Abington with records or other information necessary for Centerville to determine whether the request to transfer may be denied upon paragraph numbered 1, 2, and 3 above.
  
- 5) Bus transportation may be provided for transfer students if the (1) bus has space, and (2) the location of the residence for pickup and delivery is located within the Centerville-Abington Community School Corporation boundaries and along a current bus route. Routes will be determined by residences of the resident students and are subject to change. Routes will be reviewed annually.

Updated 2/22/2023



A District Accredited School Corporation Since 2007



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### Transfer Student Eligibility Verification

Date of Request: \_\_\_\_\_

School Year: \_\_\_\_\_

Requesting Enrollment To:

- Rose Hamilton Elementary (K-2)
- Centerville Elementary (3<sup>rd</sup>-6<sup>th</sup>)
- Centerville Jr High (7<sup>th</sup>-8<sup>th</sup>)
- Centerville Senior High School (9<sup>th</sup>-12<sup>th</sup>)

Student Information:

Name of Student: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Address \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Information:

Father's Name \_\_\_\_\_ Street Address \_\_\_\_\_  
 Apt/Box/Trailer# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone number \_\_\_\_\_ Email address \_\_\_\_\_  
 Place of Employment \_\_\_\_\_  
 Employer's Address \_\_\_\_\_  
 Work Phone Number \_\_\_\_\_

Mother's Name \_\_\_\_\_ Street \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_ Apt/Box/Trailer# \_\_\_\_\_ City \_\_\_\_\_  
 \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_  
 \_\_\_\_\_ Email \_\_\_\_\_ address \_\_\_\_\_  
 Place of \_\_\_\_\_ Employment \_\_\_\_\_  
 \_\_\_\_\_ Employer's  
 Address \_\_\_\_\_  
 Work Phone Number \_\_\_\_\_

Transferring From:

School name: \_\_\_\_\_ Current grade level: \_\_\_\_\_  
 District name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Questions:

1. Do you understand that the student's parent/guardian must provide transportation for the student to and from the school?  
 YES       NO
2. Has your student been expelled or suspended from school?  
 YES       NO
3. Do other members of your household reside within the district?  
 YES       NO
4. Do other members of your household attend a CACS?  
 YES       NO

I/We, the undersigned, agree to the following terms of transfer enrollment at Centerville-Abington Community Schools:

5. I/We agree to provide transportation for my/our child to and from school.
  - a. Transportation may be made available to non-resident transfer students so long as the following conditions are met:
    - i. Space is available on an existing route
    - ii. Pick up/drop off must occur at an existing bus stop
    - iii. Parents/guardians agree that if capacity no longer exists on the route due to residential students, the non- resident transfer student will not be eligible to use school transportation and will be removed from the route
6. I/We agree to pay all book rental charges and course fees.
7. I/We attest that this student's enrollment in Centerville-Abington Community Schools is solely for academic reasons, not an athletic or extra-curricular purpose.
8. I/We agree to assist my/our child in maintaining good academic standing. This includes academic performance, attendance, and discipline. I/We understand that student eligibility to remain enrolled in Centerville-Abington Community Schools will be reviewed annually.

I/We attest that the above information is true. Any falsification of information will result in denial of transfer enrollment. I/We authorize above student's current school to release to Centerville-Abington Community Schools academic, discipline, testing, and attendance records. I/we understand that the information will be used to determine eligibility for transfer per Centerville-Abington Community Schools Policy #5111.

Submit this page to Dr. Mike McCoy, Superintendent, Centerville-Abington Community Schools, 115 West South Street, Centerville, Indiana. Or fax to: 765-855-2524 Or email to: mmccoy@centerville.k12.in.us

Signed: \_\_\_\_\_  
(Father)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Mother)

Date: \_\_\_\_\_