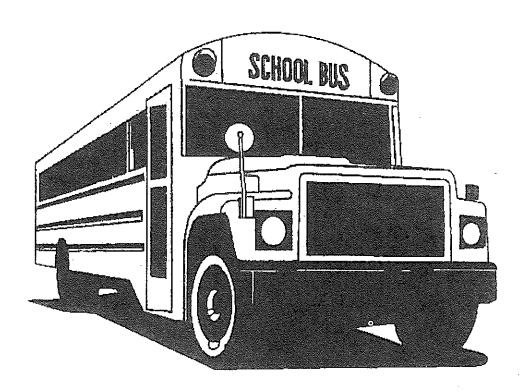
# School Town of Highland Elementary Transfer Procedures Brochure





Revised 2006

# Elementary Transfer Procedures Background

Once a rural community with students attending Griffith, Hammond, and parochial schools, Highland and the School Town of Highland have grown to develop into a suburban community with an excellent academic tradition. At one time, the School Town of Highland consisted of one (1) high school, one (1) junior high school, and seven (7) elementary schools. In 1970-71, the School Town of Highland student population peaked at 6823.

A decreasing student population saw the closing of Main Elementary School, now the site of the Highland gazebo, Lincoln Elementary School, now the site of the Lincoln Community Center, and Orchard Park School, now home to a private school. As Highland both increased and decreased in student enrollment, the need for an effective process for maintaining a maximum learning environment for students while continuing to be fiscally responsible was apparent. The School Town of Highland maintained such an optimal learning environment by transferring students when the enrollment at a grade level exceeded class size maximums. Students who enrolled last were the first to be transferred.

Today the School Town of Highland continues the practice of transferring students to maintain optimal class sizes at each school while continuing its obligation to be fiscally responsible.

In 1997, an Elementary Transfer Task Force was commissioned by the Board of School Trustees to study the transfer process. The Task Force, which was comprised of parents, teachers, community members, and administrators, learned about the School Town of Highland growth patterns and how other communities handle the transfer of students.

After one year of research, the committee unanimously approved the process that follows. The Board of School Trustees adopted these recommendations on May 19, 1998.

# Elementary Transfer Procedures Spring Registration

In order to plan and prepare for the following school year, the School Town of Highland conducts a Spring Registration for the elementary level. This information assists in determining those students who may be affected by the transfer procedures. Spring Registration is conducted during the last week in April through the first two (2) weeks in May.

By signing up, a parent/guardian can secure the attendance slot of their child for the next school year. Those failing to sign up during the Spring Registration Process will not secure their child's attendance slot in the School Town for the following school year. A new date of enrollment will be issued if a child's attendance slot is not secured.

Your child's initial date of enrollment is extremely important. You will receive a spring registration letter requesting that you secure your initial date of enrollment in the School Town of Highland. This form must be completed in its entirety and returned to the principal's office during the designated registration period. Failure to complete your spring registration will cancel your child's initial date of enrollment, which may result in an involuntary transfer to another school.

## **Transfer Procedures**

There are three (3) types of transfers utilized in the School Town of Highland:

- Voluntary Transfer Child's placement in a school other than their home school due to the written request of the parent/guardian.
- Involuntary Transfer Child's placement in a school when the home school enrollment at a particular grade level exceeds the stated maximums for the cur rent school year.
- <u>Sibling Transfer</u> Placement of a brother or sister of an in voluntarily transferred child due to the request of the parent or guardian.

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#### Voluntary Transfer

Voluntary transfers are requested through the Superintendent's office by parents of students attending the four (4) elementary schools. Each request must be made in writing to include the reason(s) for the request to be considered. These transfers are acted upon prior to the beginning of the next school year. Requests are approved if there is room available at the receiving school and the placement does not detract from the educational setting at the receiving school.

It is the responsibility of the parent/guardian to provide transportation for children to and from school. Voluntary transfers are approved for the current school year only and must be requested and renewed yearly. Requests must be received in writing for each child with the reason(s) stated for the request at least one (1) week prior to the start of school.

#### Are voluntary requests ever denied?

Yes. When the request would detract from the educational environment of the receiving school (i.e. when the class size of the receiving school reaches its maximum at that grade level).

#### In what order are voluntary requests prioritized?

Students who are currently attending a school as a voluntary transfer will be given first priority for the following year if space is available and if a voluntary request letter is submitted to the office of the Superintendent by the conclusion of spring registration. Additional voluntary requests are prioritized by the date the request is received in the Superintendent's office. If further prioritization is needed, the initial date of enrollment in the School Town of Highland will be the deciding factor.

# Can voluntary requests be granted during the course of the school year for the present attending student?

Yes. However, it is rare that these requests are granted due to class size and classroom routines being established.

# Can a voluntary request be withdrawn during the course of a school year by the parent/guardian?

No. Once a placement has been made from the initial parental request, it will remain in effect for the entire school year.

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### Involuntary Transfer

What happens when my child is involuntarily transferred?

If a child is to be involuntarily transferred, principals will work with parents to consider their requests to attend a school of their choice based upon space availability. Principals will ask parents to prioritize the school where they would like their child(ren) to attend in order to advise them of the space availability and to do their best to accommodate their first priority.

Every effort will be made to notify parents no later than two (2) weeks prior to the first day of school if their child is going to be involuntarily transferred.

Parents of involuntarily transferred students will be required to submit in writing their choice of remaining on a call-back list for two (2) school years or at that time becoming permanent at the receiving school. If the call back is declined, the transfer becomes permanent.

Transportation will be provided for the involuntarily transferred/permanent students.

#### Sibling Transfer

Siblings may be transferred to the receiving school upon the written request of the parent/guardian. These requests are approved if space is available at the receiving school at that grade level. These requests should be submitted immediately to the principal of the child's current school. If the transfer is approved, transportation is provided by the School Town of Highland. Sibling transfer requests are approved for the current school year only and must be requested and renewed yearly.

For further clarification about the elementary transfer policy, please contact:

School Town of Highland 9145 Kennedy Avenue Highland, IN 46322 Phone: (219) 924-7400

## School Town of Highland Elementary Transfer Procedures Flow Chart

#### (Involuntary Transfer Procedures)

Parent prioritizes school of attendance other than home school.

Prioritized placement made based upon space availability.

Parent submits in writing their choice of remaining on a call-back list for two (2) years or making the transfer permanent. Transportation is provided by the School Town of Highland.

#### Sibling Transfer Procedures

Parent may submit a written request to transfer sibling(s) along with an involuntarily transferred brother/sister. The request is submitted to the present school principal.

If space is available the sibling is transferred with transportation provided by the School Town of Highland.

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## Voluntary Transfer Procedures

Parent sends written request for each child involved, including reason(s) for the request, to the Superintendent's Office no later than one (1) week prior to the beginning of school.

Request acted upon prior to the beginning of the next school year. Parent is informed of the disposition.

Voluntary transfers are for the current school year only. Parent must submit written request for each subsequent year for each child involved. Transportation is the responsibility of the parent.

Please refer to the information in this brochure for further clarification regarding the elementary transfer procedures in the School Town of Highland.

School Town of Highland 9145 Kennedy Avenue Highland, IN 46322 Phone: (219) 924-7400

# Elementary Transfer Procedures Signature Form

The School Town of Highland may transfer students in order to maintain optimal class size at each school while continuing to be fiscally responsible.

The transferring of students is completed following the elementary transfer procedures contained within the School Town of Highland Elementary Transfer Procedures Brochure.

If you have any questions regarding information contained in this brochure, please contact the Superintendent's Office.

You are requested to sign below that you have received a copy of this brochure.

I have received a copy of the School Town of Highland Elementary Transfer Procedures Brochure and understand that I am responsible for the contents contained in it.

Parent/Guardian Signature	Student Name(s)
Date	School

Parents will receive the following Date of Enrollment Card at the time they register their child.

## School Town of Highland Date of Enrollment Card

School
Student Name
Address
Phone Number
Date of Enrollment
Kindergarten Registration Number
School Official

# **Elementary Transfer Categories**

There are three (3) types of transfers utilized in the School Town of Highland:

- *Voluntary Transfer* Child's placement in a school other than their home school due to the written request of the parent/guardian.
- *Involuntary Transfer* Child's placement in a school when the home school enrollment at a particular grade level exceeds the stated maximums for the current school year.
- Sibling Transfer Placement of a brother or sister of an involuntarily transferred child due to the request of the parent or guardian.

Students may be involuntarily transferred in the School Town of Highland. The last students to enroll in a grade are the first that will be considered for an involuntary transfer.

Parents of students being involuntarily transferred will complete the following form indicating their choice of remaining on a call-back list for two (2) school years or preferring that the involuntary transfer become a permanent placement at the receiving school.

Parent/Guardian Preference Form			
	I prefer my child to remain on a call-back list for two (2) years.		
		involuntary transfer become a at the receiving school.	
Parent/0	Guardian Signature	Student Name	
Date		Student Grade	