

## **STUDENT TRANSFER APPLICATION FOR ENROLLMENT**

Students who do not reside within the boundaries of the Greencastle Community School Corporation and wish to enroll in the school system as transfer students will be considered in the following manner:

1. Application for admission as a transfer student must be submitted to the respective building administrator by July 31st in order to be considered for enrollment,
2. The Superintendent and the Building Principal will review the request for acceptance or rejection of the application based on:
  - a. Availability of space
  - b. Availability of programs
  - c. Impact on teaching personnel
  - d. Corporation funding levels
  - e. Student academic standing
  - f. Student's attendance patterns
  - g. Student's behavior records
3. 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 for resident students.
4. Transfer applications will be accepted or rejected on an annual basis. Applications must be submitted each year and will be subject to review prior to the opening of each school year. Students must be in good standing in order to be reconsidered.
5. The administrative staff will act upon the request for admission and inform the applicant of the decision to accept or reject the application.

All book fees, technology fees, student fees, lunches, etc. will be the responsibility of the parent or guardian and must be paid in full each semester. Failure to pay all fees will result in revoking of transfer status for the upcoming semester.

**NON-RESIDENT STUDENT TRANSFER APPLICATION  
2021 - 2022**

In order for a non-resident student to attend the Greencastle Community School Corporation School, this application must be completed and approved according to the attached guidelines. Parents may make an application for enrollment beginning April 1, 2021 for the 2021-2022 school year. This application is due to the school by July 31, 2021 for consideration.

The available openings for transfer students will be limited and will be offered on a first come – first served basis. ***It is the responsibility of the parent/guardian to acquire attendance, discipline and academic records from their child's current school.*** This information will be used in the application review process.

Books, fees, lunches, transportation, etc. are the responsibility of the parent or guardian. Note: All students must remain in good standing at all times. All transfer students must adhere to the following or risk having transfer privileges revoked: All fees must be paid by the end of each semester and any unacceptable behavior and/or poor attendance will be addressed immediately.

Parent or Guardian Agreement

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and Zip

\_\_\_\_\_  
Student's date of birth

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
School Attended 2020-2021

\_\_\_\_\_  
Cell #

\_\_\_\_\_  
School Applying to attend 2021-2022

\_\_\_\_\_  
Grade Level for 2021-2022

I hereby state that I have read and understand the above stipulated conditions including the attached application guidelines, and I agree to abide by all of these conditions. I understand that approval to attend on a transfer basis is for one school year only. In addition, I understand that I am responsible for all transportation. By signing below, I give school personnel permission to contact previous school noted above.

List all Siblings

School of Attendance

Grade for 2020-21

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's current attendance, discipline and academic records are attached for review.**

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

To better serve our students and families, please answer the following questions: (Keep in mind, these questions have no bearing on the application approval process.) We are seeking information that will help our school district continue to grow and serve students.

What is your #1 reason for choosing GCSC? \_\_\_\_\_

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

## ***OFFICE USE ONLY***

### **APPROVAL MUST BE RECEIVED PRIOR TO ENROLLMENT**

GUIDANCE:                       APPROVED                       DENIED

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

BUILDING PRINCIPAL:    APPROVED                       DENIED

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

SUPERINTENDENT:         APPROVED                       DENIED

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

YOUR APPLICATION HAS BEEN **APPROVED**  
PLEASE PROCEED WITH ENROLLMENT.

YOUR APPLICATION HAS BEEN **DENIED**

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_