

2018-2019

Lake Ridge New Tech Schools

NON-RESIDENT TRANSFER APPLICATION

Prospective Student First Name	Last Name
Prospective School	Date Received

DUE: August 3, 2018.

**Submit this application and supporting documents to
Lake Ridge New Tech Schools Central Office
6111 West Ridge Road, Gary, IN 46408**

DOCUMENTATION CHECKLIST

In order to be considered for enrollment, all documents must be included with the initial application. Applications will be considered incomplete without the following documents. The application will not be processed if all documents have not been received. **Applicants who are current Lake Ridge students in good standing complete only the *Intent to Return* form.**

*For Lake Ridge New Tech Schools Officials Verification

Required Documents*	School Official Initials*	Date*
1. Application		
2. Student Essay		
3. Most recent Report Card		
4. Transcript from home school (Current grade level must be clearly indicated. All grades/credits must be reported. Incomplete transcripts will not be accepted.)		
5. Attendance history		
6. Discipline history/record or letter from home school indicating the student has not been suspended or expelled during the 12 months preceding the application.		
7. ISTEP+ or ISTAR and ECA scores /State assessment scores		
8. College Readiness Assessment scores from home school or official copies (PSAT, Plan, SAT, ACT, Accuplacer)		
9. Release of Information Form (Available at the time of submission of this application.)		
10. Attended Student/Parent Orientation		

For use by the building Principal:

Request approved: YES NO Requested School: _____ Grade: _____

Reason for denial: Capacity Suspension Expulsion Incomplete Application Packet

Authorized Signature

Date

Enrolling as a Transfer Student

The Lake Ridge Schools accepts students who do not live within the school corporation boundaries as a Transfer Student via an Application Packet. Please contact the Assistant Superintendent, if you have any questions.

Criteria for Accepting Non-Resident Transfer Students

The following criteria will be used for accepting non-resident transfer students. A non-resident transfer student is one whose legal settlement is not within the boundaries of the Lake Ridge Schools.

- I. *A student requesting transfer shall complete the Application for Non-Resident Transfer Student together with the Transfer Request Agreement and submit them with all required documents to the Lake Ridge New Tech Schools **Central Office by August 3, 2018** for enrollment in Semester 1 of the 2018-2019 school year. Any applications received after this date may be considered for Semester 1 or wait-listed for Semester, 2 depending on individual school capacity.*
- II. *The student requesting the transfer and the parent/guardian must both attend a Student/Parent Orientation, determined by the school, as part of the application process.*
- III. *A student requesting transfer to either Lake Ridge New Tech Middle School or Calumet New Tech High School shall hand-write a 300-word essay to the prompt provided in the Application packet. Parents of an elementary student shall write a one-page letter indicating why they are requesting the transfer for their child.*
- IV. *A student requesting transfer from another school district must submit a discipline record or letter from the transferring school acknowledging the student has not had any suspensions or expulsions within the previous 12 months and the transferring school district is aware of the student's request to transfer.*
- V. *A student requesting transfer from another school district shall submit transcripts from the home school. Kindergarten students requesting a transfer shall provide documentation from the pre-school they attended. Home-school students shall provide both transcripts and standardized test scores. If standardized test scores are not available, the student must schedule an appointment to take the NWEA Survey Assessment for the application to be considered complete.*
- VI. *The transfer request and letter will be reviewed by the Principal and or his/her designee. The following criteria will be used in analyzing the transfer request:*
 - a. *The parent/guardian and student shall agree to provide and shall provide transportation to and from the school.*
 - b. *The parent/guardian and student shall agree to and shall 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 parent/guardian and student shall agree to the Lake Ridge New Tech Schools behavior policies.*
 - d. *The parent/guardian and student shall agree to the Lake Ridge New Tech Schools curriculum, including, but not limited to the Project-Based Learning, 1:1 Technology, College and Career Readiness, and all State and Local assessments.*
 - e. *A transfer request can be denied based on one or more of the following criteria:*
 - 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 12 months preceding the request for transfer.*
 - 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 for violating a drug or alcohol rule.*
 - v. *Admission cannot cause a class or section to become overcrowded or additional staff to be needed.*
 - vi. *The "student has a history of unexcused absences and the governing body believes that, based upon the location of the student's residence, that attendance would be a problem." (SEA 108)*

- f. *Lake Ridge New Tech Schools enrollment capacity will be a consideration as to whether or not the student will be admitted.*
 - g. *A student may be accepted if his/her needs can be accommodated with the current staffing and program offerings and whose enrollment does not adversely affect the programming for the resident students.*
 - h. *Under no circumstances will a transfer student be accepted solely for athletic reasons.*
- VII. *Following the review of the written documentation, an interview may be scheduled with the student and the parent(s)/guardian.*
- VIII. *A recommendation will be developed by the Principal or his/her designee and submitted to the Superintendent for whether or not to accept the transfer student.*
- IX. *Once the Superintendent or his/her designee makes the final determination, the parent/guardian will be notified.*
- X. *Capacity for each grade level in each building is determined annually following registration. 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. When determining capacity, space needed for resident students, current transfer students, siblings of such students, and employees' children will be taken into consideration.*
- XI. *Priority preference will be given to students with a parent who is an employee of the school corporation or students with a sibling or other members of the household who are currently enrolled in the transferee's school district.*
- XII. *Students transferring to the Lake Ridge New Tech Schools from other schools or school corporations shall be placed in those classes or those grade levels for which their previous educational experiences appear to qualify them. Lake Ridge Schools reserves the right to change or modify such placements on the basis of application documentation, later information, testing, or investigation.*
- XIII. *Transfer students will not be eligible for academic awards such as Valedictorian or Salutatorian if they were not enrolled in the Lake Ridge New Tech Schools for all of their junior and senior years.*
- XIV. *Parents will be notified as to whether or not the student has been accepted for enrollment.*
- XV. *Lake Ridge New Tech Schools will not discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, including Limited English proficiency, in its educational programs or employment policies by state and federal laws.*



Student Personal Information

Last Name	First Name	Middle Name	DOB (MM/DD/YYYY)

Address _____

City	State	Zip Code	Apt/Lot #

Student Email	Student Phone #

Grade in 2017-2018	Was the student retained?	Check One <input type="checkbox"/> Regular Education <input type="checkbox"/> Special Education

Resident School District	Current School	School Requested

School Address _____

City	State	Zip Code

Name of Principal	Name of School Counselor	School Phone #

Do you have brother(s) and/or sister(s) who is **currently attending** a Lake Ridge New Tech School? Yes No

If "Yes," list names of brother(s) and/or sister(s) and the Lake Ridge School(s) they attend:

Name _____	Lake Ridge School _____
Name _____	Lake Ridge School _____
Name _____	Lake Ridge School _____

Do you have brother(s) and/or sister(s) who is also **applying to attend** a Lake Ridge New Tech School(s) for this year? Yes No

If "Yes," list names of brother(s) and/or sister(s), the Lake Ridge School(s) for which they are applying, and grade level:

Name _____	Lake Ridge School _____	Grade _____
Name _____	Lake Ridge School _____	Grade _____
Name _____	Lake Ridge School _____	Grade _____

Do you plan to participate in extra-curricular activities? Yes No

Activities: _____

The family is responsible for providing transportation for a child who has been granted a transfer.

The following applies to High School students ONLY:

I understand that transferring schools may affect my child's eligibility to participate in athletics. Lake Ridge New Tech Schools follows the Indiana High School Athletic Association (IHSAA) eligibility rules in regard to transfers between schools. Information regarding the rules may be obtained from the Athletic Director in your high school or at www.IHSAA.org.

Do you participate in athletics at your current school? Yes No Sport(s) _____

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

Non-Resident Transfer Request Agreement

Last Name	First Name	Middle Name	DOB (MM/DD/YYYY)
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Address

City	State	Zip Code	Apt/Lot #
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Grade in 2017-2018	Was the student retained?	Check One <input type="checkbox"/> Regular Education <input type="checkbox"/> Special Education
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Resident School District	Current School	School Requested
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School Address

City	State	Zip Code
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Name of Principal	Name of School Counselor	School Phone #
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Parent/Guardian #1:

Parent/Guardian First Name	Last Name
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Relationship to Student: Mother Father Legal Guardian Other: _____

Student lives with this parent/guardian: Yes No

Primary Phone #	Cell Phone #
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Employer	Occupation	Work Phone #
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Email Primary	Email Secondary
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Parent/Guardian #2:

Parent/Guardian First Name	Last Name
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Relationship to Student: Mother Father Legal Guardian Other: _____

Student lives with this parent/guardian: Yes No

Primary Phone #	Cell Phone #
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Employer	Occupation	Work Phone #
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Email Primary	Email Secondary
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Parent/Guardian Statement:

By signing below, we authorize Lake Ridge New Tech Schools officials to contact our child's current school of legal settlement or prior school attended to obtain and release further information, including, but not limited to, transcripts, report cards, attendance history, discipline history, individualized education plans, psychological records, and assessment scores, for the child listed in this Non-Resident Transfer Request Agreement. Also, it is understood that we, as parents, must assume responsibility for adequate transportation and supervision to and from school. We certify that we have read and agree to the above terms of the Lake Ridge Schools.

Student Signature	Date Signed
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Parent/Guardian Signature	Date Signed
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