



# 2019-2020

## Lake Ridge New Tech Schools

# NON-RESIDENT TRANSFER APPLICATION

Prospective Student First Name	Last Name
Prospective School	Date/Time Received

**DUE: May 1, 2019.**

**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

	School Official Initials*	Date*
<b>Required Documents*</b>		
1. <b>*Application</b>		
2. <b>*Official Attendance History</b>		
3. <b>*Official Discipline History/Record</b> or letter <u>from home school</u> indicating the student has not been suspended or expelled during the 12 months preceding the application.		
<b>The following documents are helpful, but not required:</b>		
4. <b>Transcript from Home School</b> (Current grade level must be clearly indicated. All grades/credits must be reported.)		
5. <b>Most Recent Report Card</b>		
6. <b>ILEARN, ISTEP+ or ISTAR and ECA Scores/State Assessment Scores</b>		
7. <b>College Readiness Assessment</b> scores from home school or official copies (PSAT, Plan, SAT, ACT, Accuplacer)		
8. <b>Release of Information Form</b> (Available at the time of submission of this application.)		

**For use by building Principal:**

Request approved:     YES     NO    Requested School: \_\_\_\_\_    Requested Grade: \_\_\_\_\_

Reason for denial:     Capacity     Suspension     Expulsion     Incomplete Application

Authorized Signature

Date

### Enrolling as a Transfer Student

Lake Ridge New Tech Schools accepts students who do not live within the school corporation boundaries as Transfer Students *via* application. Please contact Central Office at 219-838-1819, 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 **May 1, 2019** for enrollment in Semester 1 of the 2019-2020 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 should attend a Student/Parent Orientation, determined by the school, as part of the application process.*
- III. *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.*
- IV. *In order to facilitate the proper grade placement, it is recommended that a student requesting transfer from another school district shall submit transcripts from the home school. Kindergarten students requesting a transfer may provide documentation, if available, from the pre-school they attended. Home-school students may 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.*
- V. *The transfer request 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 transportation to and from the school.*
  - b. *The parent/guardian and student shall agree that the student will 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 New Tech Model, 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 considered in acceptance of a transfer student.*
  - 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.*
- VI. *Following the review of the written documentation, an interview may be scheduled with the student and the parent(s)/guardian.*
- VII. *A recommendation will be developed by the Principal or his/her designee and submitted to the Superintendent and the Board of Trustees for acceptance or not of the transfer student.*
- VIII. *Once the Board of Trustees makes the final determination, the parent/guardian will be notified.*
- IX. *Capacity for each grade level in each building is determined annually following registration. Capacity is determined by space needed for resident students, current transfer students, siblings of such students, and employees' children. If the number of applicants exceeds capacity of a grade level, a random drawing will take place in a public meeting of the School Board.*
- X. *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.*
- XI. *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.*
- XII. *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.*
- XIII. *Parents will be notified as to whether their student(s) has been accepted for enrollment.*
- XIV. *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.*

## Non-Resident Transfer Request Agreement

Last Name	First Name	Middle Name	DOB (MM/DD/YYYY)
Address			
City	State	Zip Code	Apt/Lot #
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Regular Education <input type="checkbox"/> Special Education	
<b>Grade in 2018-2019</b>	Was the student retained?	<b>Grade requested for 2019-2010</b>	Check One
Resident School District	Current School	School Requested	
School Address			
City	State	Zip Code	
Name of Principal	Name of School Counselor	School Phone #	

### Parent/Guardian #1:

Parent/Guardian First Name	Last Name	
Relationship to Student: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other: _____		
Student lives with this parent/guardian: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Primary Phone #	Cell Phone #	
Employer	Occupation	Work Phone #
Email Primary	Email Secondary	

### Parent/Guardian #2:

Parent/Guardian First Name	Last Name	
Relationship to Student: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other: _____		
Student lives with this parent/guardian: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Primary Phone #	Cell Phone #	
Employer	Occupation	Work Phone #
Email Primary	Email Secondary	

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 for 2019-2020?  Yes  No

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:

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Do you plan to participate in the afterschool program?  Yes  No

***The family is responsible for providing transportation for a child who has been granted a transfer. The family is responsible for seeing that the child arrives and leaves on time.***

**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](http://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): \_\_\_\_\_

**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
Parent/Guardian Signature	Date

**Application Board Approved:**