



# ROSSVILLE CONSOLIDATED SCHOOL DISTRICT

James W. Hanna, Ph.D., *Superintendent*

One Robert Egly Drive • P.O. Box 11 • Rossville, Indiana 46065

Telephone: 765-379-2990 • Fax: 765-379-3014 • [jhanna@rcsd.k12.in.us](mailto:jhanna@rcsd.k12.in.us)

Greetings,

I am extremely excited that you would consider Rossville Schools for your child's education. Students in our small school are known by name by their teachers, by the principals, by the secretaries, and the by the support staff. Children have the opportunity to establish a solid foundation in the elementary grades, to transition safely through the awkward years of middle school, and to prepare for college, the military or the work force through their high school years. At Rossville schools we strive to equip students with the necessary tools to live a happy, healthy life and prosper after graduation.

The next several pages outline the policies and procedures for the transfer process. However, the best way to understand if Rossville Schools are the right fit is for you and your child to visit. Parents today are given several options when looking at educational opportunities for their children, and we appreciate your efforts to find the best education available. Rossville Schools have a well-established reputation for excellence in academics, in athletics, and in the arts. Our school community continues to have high expectations for all the students we serve. I encourage you to review the attached documents, reexamine the information located on our web site, [www.rcsd.k12.in.us](http://www.rcsd.k12.in.us), like us on Facebook, follow us on Twitter, or give us a call at 765-379-2990 to set up a time to visit.

We look forward to meeting you.

Sincerely,

James W. Hanna, Ph. D.  
Superintendent of Schools



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TO: Parents/Students

FROM: Dr. Jim Hanna, Superintendent

RE: Considering Transfer to Rossville Schools

DATE: March 19, 2019

The Indiana Legislature amended the Indiana Code concerning education through House Enrolled Act 1381. HEA 1381 requires the governing body of a school corporation to annually establish the number of transfer students the school corporation has capacity to accept in each grade level, and the date by which request to transfer into the school corporation must be received by the governing body. The Board of Education established July 1, 2019, as the date for which transfer requests must be received. Additionally, the following capacity levels have been established for each grade level:

Grade Level	Maximum Enrollment
Kindergarten	84
1 <sup>st</sup> Grade	72
2 <sup>nd</sup> Grade	72
3 <sup>rd</sup> Grade	72
4 <sup>th</sup> Grade	100
5 <sup>th</sup> Grade	75
6 <sup>th</sup> Grade	100
7 <sup>th</sup> Grade	100
8 <sup>th</sup> Grade	100
9 <sup>th</sup> Grade	100
10 <sup>th</sup> Grade	100
11 <sup>th</sup> Grade	100
12 <sup>th</sup> Grade	100



The Board of School Trustees recognizes that a parent of a child must be a legal resident of the Rossville Consolidated School District in order for the child to attend its schools. The Board recognizes it has the authority to accept transfer students and it is the intent of the Board that all applicable laws in regard to student transfers shall be strictly enforced. A transfer student is one whose legal settlement is not within the boundaries of the Rossville Consolidated School District.

#### School Employee Requests

Requests for transfer made by any school employee for his or her own child(ren) will be accepted prior to any other requests for student transfer provided there is capacity in the grade level in the building as determined annually by the Board of School Trustees. If there is not adequate capacity in a grade level to accept all of the transfer requests, a verifiable random selection process will be conducted in a public meeting of the school board to determine who will be accepted.

#### Other Transfer Student Requests

If there is capacity remaining after the acceptance of school corporation employees' transfer requests, parents, guardians, or custodians who are not school corporation employees of Indiana students who do not reside in the Rossville Consolidated School District but who wish to enroll their child in the school corporation may request a transfer and will be considered for enrollment under the following conditions:

1. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the Rossville Consolidated School District Superintendent's Office prior to the deadline for acceptance of transfers as determined by the school board. Transfers will be considered on a yearly basis.
2. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.
3. Capacity for each grade level in each building as determined annually by the Board of School Trustees will be a consideration as to whether the student will be admitted or a verifiable random selection process will be necessary to determine who will be accepted. The random selection process 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.
4. When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the Superintendent.

Under no circumstances will a transfer student be accepted for athletic reasons.

The building principal and superintendent shall deny a transfer request based on one or more of the following criteria:

1. The student has been suspended or expelled for more than ten (10) school days in the twelve (12) months preceding the request for transfer.
2. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding twelve (12) months.
3. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
4. The student was suspended or expelled for violating a drug or alcohol rule.
5. The student has a history of unexcused absences and based upon the location of the student's residence, attendance of the student would be a problem if enrolled in the school corporation.

Students transferring to this Corporation from other schools or school corporations shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

The Board of School Trustees authorizes the Superintendent to accept all requests for a student to transfer into the Rossville Consolidated School District. If the transfer student is enrolled prior to the fall ADM count date, transfer tuition will not be required to be paid. If the cash transfer student is enrolled after the fall ADM count date, transfer tuition will be required to be paid.

LEGAL REFERENCE: I.C. 20-26-11-2  
I.C. 20-26-11-6  
I.C. 20-26-11-6.5  
I.C. 20-26-11-32

DATE ADOPTED: June 5, 2001

DATE REVIEWED: February 21, 2006  
May 12, 2015  
March 5, 2019

DATE REVISED: August 19, 2008  
July 7, 2009  
June 1, 2010  
August 6, 2013  
August 8, 2017  
September 11, 2018



Rossville Consolidated School District  
TRANSFER REQUEST APPLICATION FOR NON-RESIDENT STUDENT

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

Parent's Information:

Parent's Name _____	Parent's Telephone Number _____
Mailing Address _____	Physical Address _____
City, State, & Zip Code _____	City, State, & Zip Code _____

Transferring Information: {Provide information about the school you are transferring from:}

School Name _____	Last Semester Enrolled _____
Mailing Address _____	School's Telephone Number _____
City, State, & Zip Code _____	School Corporation _____

Student Information:

_____	Student's Age _____	Current Grade Level _____ Last Grade Completed
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Please Respond to the Following Questions:

- Has the Student Been Suspended or Expelled for More than Ten (10) School Days  
In the Twelve (12) Months Preceding the Request for Transfer? ☐ Yes ☐ No
- Has the Student Been Suspended or Expelled for Possessing a Firearm, Deadly  
Weapon, Or Destructive Device in the Preceding Twelve (12) Months. ☐ Yes ☐ No
- Has the Student Been Suspended or Expelled for Causing Physical Injury to a Student,  
School Employee, or Visitor to the School. ☐ Yes ☐ No
- Has the Student Been Suspended or Expelled for Violating a Drug or Alcohol Rule. ☐ Yes ☐ No
- Has the Student a history of unexcused absences and based upon the location  
of the student's residence, attendance of the student would be a problem if enrolled  
in the school corporation. ☐ Yes ☐ No

If you answered yes to any of the above questions, please explain the circumstances on an attached sheet of paper.

A student requesting transfer to either the middle school or the high school shall write a one page letter indicating why they want to transfer. Parents of an elementary school age child shall write a one page letter indicating why they are requesting the transfer.

Please sign below to authorize the Rossville School Officials to contact your school for further information about your child.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

Please Complete this Form and Return to: Superintendent  
Rossville Consolidated School District  
PO Box 11  
Rossville, IN 46065-0011

## Rossville Consolidated School District

**PRINCIPAL/ADMINISTRATIVE TEAM INTERVIEW FORM**

This form will be completed by the principal after the receipt of the *Transfer Request Application for Non-Resident Student*.

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

Parent's Information:

Parent's Name \_\_\_\_\_

Parent's Telephone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_

City, State, & Zip Code \_\_\_\_\_

City, State, & Zip Code \_\_\_\_\_

Requesting Transfer From: \_\_\_\_\_

Student Information:

Student's Age \_\_\_\_\_

Student's Current Grade Level \_\_\_\_\_

Last Grade Completed \_\_\_\_\_

**Student-Parent-School Interview**

Date of Interview: \_\_\_\_\_

Individuals involved in the interview: \_\_\_\_\_

The principals initials indicate a positive response to the statement.

Copy of Board Policy has been provided to the parents \_\_\_\_\_

\_\_\_\_\_ (Principal Initials)

Student/Parent has the ability to transport the student to/from school

ensuring the student will be on time and picked up promptly \_\_\_\_\_

\_\_\_\_\_ (Principal Initials)

The student has not been suspended or expelled for more than ten (10)

school days in the twelve (12) months preceding the request for transfer? \_\_\_\_\_

\_\_\_\_\_ (Principal Initials)

The student has not been suspended or expelled for possessing a firearm,

deadly weapon, or destructive device in the preceding twelve (12) months. \_\_\_\_\_

\_\_\_\_\_ (Principal Initials)

The student has not been suspended or expelled for causing physical injury

to a student, school employee, or visitor to the school. \_\_\_\_\_

\_\_\_\_\_ (Principal Initials)

The student has not been suspended or expelled for violating a drug or alcohol rule. \_\_\_\_\_

\_\_\_\_\_ (Principal Initials)

The student does not have a history of unexcused absences and based upon

the location of the student's residence, attendance of the student would

not be a problem if enrolled in the school corporation. \_\_\_\_\_

\_\_\_\_\_ (Principal Initials)

Grade level enrollment can accommodate the student's enrollment \_\_\_\_\_

\_\_\_\_\_ (Principal Initials)

The transfer is not for athletic reasons \_\_\_\_\_

\_\_\_\_\_ (Principal Initials)

Administrator Recommendation: \_\_\_\_\_ (Approved) \_\_\_\_\_ (Denied)

Superintendent Recommendation: \_\_\_\_\_ (Approved) \_\_\_\_\_ (Denied)

**Rossville Consolidated School District**  
**RESPONSIBILITIES FORM FOR NON-RESIDENT TRANSFER STUDENT**

I, \_\_\_\_\_, am accepting full responsibility, including financial responsibilities,  
(Print name of parent/legal guardian)

as the parent/legal guardian of \_\_\_\_\_, for the \_\_\_\_\_ school year.  
(Print name of student) (School year)

If the transfer is approved, I agree to the following conditions:

1. The student shall comply with all conditions as set forth in the Board of Education Policy Manual, including but not limited to Section 516 - Transfer Students, and the Student/Parent Handbook for the respective school which applying.
2. The student shall provide his/her own transportation to and from the school.
3. The student must be able to 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.
4. The student and parent are acknowledging that the reason for the transfer is not for athletic reasons.

Parent's Information:

Parent's Name	Parent's Telephone Number
Mailing Address	Physical Address
City, State, & Zip Code	City, State, & Zip Code
Parent SS #	Parents Date of Birth

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

Please Complete this Form and Return to:

Superintendent  
Rossville Consolidated School District  
PO Box 11  
Rossville, IN 46065-0011