



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

Dear Prospective Transfer Student,

We invite you to consider transferring to our small, rural school corporation. Our school is one where staff members know students by name and offer vast academic opportunities, and it would be a great fit for your child.

One of the key advantages of our school is its exceptional safety record. We take the safety of our students very seriously, and we work hard to maintain a welcoming and secure environment that is conducive to learning.

Our strong academic programs complement a top-notch agriculture program that provides students hands-on experiences and prepares them for future careers. In addition, our school offers a range of arts and athletics opportunities, so students can explore their interests and pursue their passions.

Our school staff believes in providing a personalized education for each student. Our dedicated staff members are committed to helping each student succeed academically and personally. We are confident that you will find our school a supportive and nurturing environment to help you thrive.

Attached are several pages outlining the policies and procedures for the transfer process. We would be happy to provide you with more information about our school and answer any questions you may have. The best way to understand if Rossville is 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 them the best education available. Our school community continues to have high expectations for all of the students we serve. Please review the following documents, re-examine the information on our website, 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 hope to hear from you soon and welcome you to our school.

Sincerely,

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

Book	RCSD Board Policy Manual
Section	SECTION 4000 - STUDENTS
Title	TRANSFER STUDENTS
Code	4018
Status	Active
Adopted	June 5, 2001
Last Revised	May 2, 2022
Last Reviewed	March 5, 2019
Prior Revised Dates	{DATE REVISED: August 19, 2008 July 7, 2009 June 1, 2010 August 6, 2013 August 8, 2017 September 11, 2018 August 20, 2019}{DATE REVIEWED:February 21, 2006 May 12, 2015}

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 and the employee meets the following criteria:

1. The employee resides in Indiana.
2. The employee's annual salary is at least \$8000 or the employee earns at least \$3000 as an employee in an extracurricular activity.

If there is not the adequate capacity in a grade level to accept all of the transfer students, a publicly 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 their 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 publicly 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 classes or at 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 or spring semester ADM count date, transfer tuition will **not** be required to be paid for that semester of enrollment. If the transfer student is enrolled after the fall or spring semester ADM count date, transfer tuition will be required to be paid.

{Recodified Section 516}

Legal	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

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



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TO: Potential Transfer Students/Parents
FROM: Dr. Jim Hanna, Superintendent *J. Hanna*
RE: Considering Transfer to Rossville Schools
DATE: February 16, 2023

The Indiana Legislature amended Indiana Code concerning education through House Enrolled Act 1381. HEA 1381 requires the governing body of a school corporation to establish the number of transfer students the corporation annually can accept in each grade level and the date by which the governing body must receive the request to transfer. The Board of Education established July 1, 2023, 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	90
1 st Grade	90
2 nd Grade	70
3 rd Grade	100
4 th Grade	75
5 th Grade	75
6 th Grade	100
7 th Grade	100
8 th Grade	100
9 th Grade	100
10 th Grade	100
11 th Grade	100
12 th Grade	100