

NORTHWESTERN SCHOOL CORPORATION

Application number \_\_\_\_\_

**2018-19**

**TRANSFER APPLICATION**

To be completed for:

- students living outside Northwestern district applying for admission
- students moving from Northwestern district applying for continued enrollment
- students living within district applying for intra-district transfer (ex. NES to HES or HES to NES)

To be considered as a Transfer Student at Northwestern School Corporation, if space is available, you must:

- Complete and submit application to attend Northwestern by established deadline.
  - Intra-district applications must be received by April 1st
  - Applications from non-residents must be received between February 1 - April 15<sup>th</sup>
  - **Return completed application to The Corporation Office: Northwestern School Corporation -3075 N Washington St, Kokomo IN 46901. DO NOT SEND OR TURN IN TO THE INDIVIDUAL BUILDINGS. YOUR APPLICATION WILL BE DELAYED IF NOT TURNED IN TO THE CORPORATION OFFICE.**
- Present proper paperwork **at the time of application**, including but not limited to birth certificate, health/immunization records, proof of custody, transcript from current school, State Standardized Test Scores, attendance, special education (most recent IEP & Case Conference report), and discipline records, etc. **Applications without these documents will not be considered.**
- Have not been suspended or expelled 10 days or more or had discipline problems involving drugs or weapons in the previous school year.
- Be selected through the lottery process enacted by the school board at the May school board meeting
- Transportation will be the responsibility of the parent of all transfer students, including intra-district transfers.

**TO BE COMPLETED BY THE PARENT/GUARDIAN**

An application must be completed for **EACH STUDENT** applying.

Date of application: \_\_\_\_\_

Student Name \_\_\_\_\_ Grade in 2018-19: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Parent Names: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Will you be submitting an application for additional students? YES NO

Does this student have siblings who already attend Northwestern? YES NO (if yes, please list below)

Name: \_\_\_\_\_ Current Grade \_\_\_\_\_ Name \_\_\_\_\_ Current Grade \_\_\_\_\_

Name \_\_\_\_\_ Current Grade \_\_\_\_\_ Name \_\_\_\_\_ Current Grade \_\_\_\_\_

School/Corporation of Legal Residence: \_\_\_\_\_

School where student is currently enrolled or last Attended: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number of School/Name of Principal: \_\_\_\_\_

I understand the terms of the Transfer Application and further understand that the school corporation maintains the right to assign students to schools and classrooms to assure equity throughout the school corporation.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**TO BE COMPLETED BY THE SUPERINTENDENT OF SCHOOLS**

Check one:     I do approve the transfer application for entry into the lottery process  
                   I do not approve the transfer. Attached are my reasons for non-approval.

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

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**SCHOOL BOARD ACTION:**

Transfer Application number: \_\_\_\_\_ Lottery number \_\_\_\_\_

Date: \_\_\_\_\_

Copy of School Board Action taken sent to:     Building Principal  
   Parent  
   Guidance Department  
   Superintendent's file