

# Northern Wells Community Schools

312 North Jefferson Street  
Ossian, IN 46777

Telephone (260) 622-4125  
Fax (260) 622-7893

*Michael J. Springer, Superintendent*

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January 19, 2021

To: Parents/guardians of students requesting a transfer to NWCS

Re: Transfer agreement for 2021-2022

Dear Parents/Guardians:

You may request that one or more of your students transfer to the Northern Wells Community Schools for the 2021-22 school year. I am pleased to inform you that your request(s) will be granted provided your request continues to meet the conditions of NWCS policy 5111. You will need to complete a transfer agreement for each student for which a transfer is being requested. Please note that transfer requests may be revoked at any time if you or your student(s) fail to comply with the transfer policy and/or agreement.

Return the transfer agreement to:

Northern Wells Community Schools  
312 N. Jefferson St.  
Ossian, IN 46777  
Attn: Transfer agreement enclosed

NWCS does not charge tuition to out-of-district students.

Please contact the school immediately if you have not yet enrolled your student(s). Registration information will also be posted on each school's website.

If you have any questions, please call me at 260-622-4125 or email me at [Mike.Springer@nwcs.k12.in.us](mailto:Mike.Springer@nwcs.k12.in.us).

Sincerely,



Michael J. Springer  
Superintendent

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Please complete the following information. Incomplete forms will not be accepted.

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

Parents/Guardian Names \_\_\_\_\_

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

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student's Grade Level for 2021-22 \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

School District of Residence: \_\_\_\_\_

What school did the student attend in 2020-21? \_\_\_\_\_

Which school are you requesting the student transfer to? \_\_\_\_\_

What is the reason for the transfer request? \_\_\_\_\_

How did you hear about NWCS? \_\_\_\_\_

Has the student been suspended or expelled from school in the past 12 months? \_\_\_\_\_

Has the student had 5 or more unexcused absences in the past 12 months? \_\_\_\_\_

## **TRANSFER AGREEMENT for 2021-2022**

Northern Wells Community Schools, hereinafter referred to as NWCS, agrees to approve the request from the parent(s)/guardian(s) of \_\_\_\_\_, a student under the age of eighteen (18) who does not have legal settlement in Northern Wells Community Schools, to transfer this student into NWCS for the 2021-2022 school year based on compliance with the conditions stated below.

The parent(s)/guardian(s) of \_\_\_\_\_, agree to comply with the following conditions of NWCS Policy 5111 that define eligibility of non-residents to transfer to the schools of this Corporation:

1. Transfers will be considered on a yearly basis. A student requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the Northern Wells Community Schools Corporation Superintendent's Office each year to be eligible for consideration should the school's capacity to accept transfers be reached.
2. 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 random

drawing will be necessary to determine who will be accepted. 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.

3. If the number of eligible transfer applicants is less than capacity, no random drawing will occur and all eligible transfer applicants will be accepted in that grade level. Eligible applicants will continue to be accepted on a first come, first serve basis until capacity has been reached.
4. The parent, guardian, custodian, or student agrees to provide his/her own transportation to and from the school.

**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 ten (10) or more 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 School District will review all transfers annually, and reserves the right to rescind a transfer if any of the conditions set forth herein has changed. In addition, the School District reserves the right to review the conditions set forth in the Transfer Agreement at any time, and if any material condition has been breached, rescind transfer immediately.

The Superintendent shall make the determinations which are requisite to the acceptance and continuation of a transfer and such decision shall be final and not subject to appeal to the School Board of Trustees.

\_\_\_\_\_  
Parent/guardian printed name

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

Michael J. Springer  
\_\_\_\_\_  
Superintendent printed name

\_\_\_\_\_  
Superintendent signature

\_\_\_\_\_  
Date