

# Fremont Community Schools

1100 W. TOLEDO STREET  
P.O. BOX 665  
FREMONT, IN 46737  
260-495-5005  
FAX: 260-495-9798  
[www.fcs.k12.in.us](http://www.fcs.k12.in.us)

**Dr. William Stitt, Ed.D.**

*Superintendent*

**Shelby Miller**

*Corporation Treasurer*

**Stacey Harris**

*Corporation Accounts Payable*

**Caleb Frederick**

*Corporation Technology Director*

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# 2024-2025 Student Transfer Request

## Instructions and Application

# TRANSFER REQUEST APPLICATION INSTRUCTIONS FOR SCHOOL CORPORATIONS AND PARENTS

## Initial Request

1. Parent(s) seeking a transfer should be given a copy of the transfer request application form. The parent is to complete this form and return it to:

Fremont Community Schools  
Attn: Superintendent  
1100 West Toledo Street  
P.O. Box 665,  
Fremont, Indiana 46737

**A request for transfer shall be valid only for one (1) school year. A school corporation can grant a transfer only for one (1) school year.** Parent(s) seeking transfer for a subsequent school year must submit a new transfer request application for each school year for which transfer is sought.

2. In completing this form, the parent(s) should be certain to fill out all sections of the form and to state specifically each of the reasons for the request to transfer.
3. Upon receipt of the application the transferee school corporation has thirty (30) days from receipt in which to act upon the request. A transfer is considered approved when the transferee school corporation approves the transfer and provides notification by mail. So also, a transfer is considered denied when the transferee school corporation denies the transfer and provides notification by mail.

## Definitions, Terms, and Conditions

1. "Legal settlement" of a student refers to the student's status with respect to the public school corporation which has the responsibility to permit the student to attend its local public schools without the payment of tuition. I.C. 20-18-2-11. "Legal settlement," in most cases, is determined by where the student's parent(s) lives. I.C. 20-26-11-2.
2. I.C. 20-26-11-5 permits a transfer from the school corporation of legal settlement (the "Transferor School Corporation") to another public school corporation (the "Transferee School Corporation") if the student's identified educational needs can be "better accommodated" at the Transferee School Corporation than at the Transferor School Corporation. Whether or not a student's identified educational needs can be "better accommodated" is dependent upon such factors as crowded conditions in the Transferor School Corporation and curriculum offerings at the Transferee School Corporation which are important to the vocational or academic aspirations of the student. "Better accommodations" does not refer to convenience.
3. Transfer Tuition refers to transfers between Indiana public school corporations. It does not refer to transfers from one school building in a school corporation to another school building within the same school corporation. A public school corporation means any public school corporation established under law by the State of Indiana.

4. Students must be in good standing at their Transferor School Corporation. Attendance, Discipline Records, and Financial Obligations owed to Transferor School Corporation will be considered.
5. The parent is responsible for the transportation of the student to the Transferee School Corporation.
6. Fremont Community Schools will not accept “*out of state*” Transfer Requests. Applicants (parents and their children) must reside Indiana.
7. Transfer students will not be allowed to enroll in the Educational Opportunity Center (EOC) unless such placement is deemed necessary and approved by the building administrator. Students wishing to attend the EOC should remain in their home district.

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 10 school days in the 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 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.

***Questions regarding these instructions may be directed to the Superintendent of Fremont Community Schools at (260)495-5005.***

## TRANSFER REQUEST APPLICATION

All requests for transfer must be filed with the transferee school corporation prior to the date for which the transfer would take effect. **A transfer request shall be valid only for one (1) school year. A school corporation can grant a transfer only for one (1) year.** A parent seeking transfer for a subsequent school year must submit a new transfer request application for each school year for which transfer is sought.

Date \_\_\_\_\_

Comes Now, \_\_\_\_\_ (Parent, Guardian, or Custodian), living at the physical address of \_\_\_\_\_ phone (    ) \_\_\_\_\_ mailing address of \_\_\_\_\_ within the \_\_\_\_\_ School Corporation (the Transferor School Corporation),

and asks that \_\_\_\_\_ \*Grade \_\_\_\_\_ Born \_\_\_\_\_  
\_\_\_\_\_ \*Grade \_\_\_\_\_ Born \_\_\_\_\_  
\_\_\_\_\_ \*Grade \_\_\_\_\_ Born \_\_\_\_\_

*\*The grade the student will be entering.*

be transferred to Fremont Community Schools (the Transferee School Corporation) for the 2024-2025 school year.

### GROUND FOR TRANSFER

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.

Pursuant to 511 I.A.C. 1-6-3, a student may only be granted a transfer if the request is conditioned upon at least one of the following reasons:

1. A curriculum offering of the transferee high school is necessary for the student's established academic or vocational aspiration, and the same or substantially similar curriculum offering is unavailable at the transferor's high school.
2. The transferee school offers courses that would allow the student to receive an Academic Honors Diploma, and the courses would otherwise be unavailable to that student if the student remained in the transferor school.

3. The transferor school is overcrowded and transferee school is not. The overcrowded conditions at the transferor school must materially affect the student's opportunity to learn, while the conditions at the transferee school would be significantly less crowded.
4. The student has a medical condition that could be better accommodated by attending the transferee school rather than the transferor school. Attendance at the transferor school poses a risk of physical illness, while attendance at the transferee school would substantially reduce this risk. This would have to be supported by written documentation of two (2) persons holding unlimited licenses to practice medicine in Indiana who have personally examined the student.
5. The transferor school is not fully accredited by the State Board of Education, *and* the student's request is related to the reason that the transferor school has probationary accreditation status.

Please indicate below which of the grounds for transfer listed above is being asserted on behalf of the above-named student(s) and describe in detail why the transfer is necessary to better accommodate the student(s). (The term "better accommodated" is not defined beyond the direct relationship between a student's education and one or more of the five (5) circumstances listed immediately above, "Better accommodated" is not synonymous with convenience.)

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\_\_\_\_\_  
Parent/Guardian Signature

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Date

For office use only:    \_\_\_\_\_ Approved    \_\_\_\_\_ Denied

\_\_\_\_\_  
Superintendent/Designee Signature

\_\_\_\_\_  
Date