

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 inter-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 Schools by established deadline, unless waived by the superintendent.
 - o Inter-district applications must be received by April 15th
 - o Applications from non-residents should be submitted as early as possible
- Present proper paperwork from the current school **at the time of application**, including but not limited to birth certificate, proof of custody, transcript, and attendance, health, special education, and discipline records, etc. Applications without these documents will not be considered.
- Have a good attendance record in previous school that is in compliance with Northwestern's attendance policies.
- Have not been suspended, expelled or had serious discipline problems in the preceding 2 school years.
- The student must have maintained adequate credits toward graduation at the previous school(s). Students entering K-8 must have maintained acceptable grades.
- The student must have acceptable scores on statewide assessments
- Participation in an interview with the building principal.
- Students applying after state ADM count date (approx Sept 15), will be subject to cash tuition fees of approx \$5500 payable with the application.
- Receive administrative/school board approval for the transfer.
- Early applications will be processed by May 1 with late applications processed by the 1st day of school
- Transportation will be the responsibility of the parent of all transfer students, including inter-district transfers.

TO BE COMPLETED BY THE PARENT/GUARDIAN

An application must be completed for EACH STUDENT applying.

Check school building for which application is being made: _____ Date: _____

- Howard Elem
- Northwestern Elem
- Northwestern Middle School
- Northwestern High School

Student Name _____ Current Grade: ___ Graduation Year _____ D.O.B.: _____

Parent Name: _____ Phone: _____

Address: _____ City, State, Zip: _____

School Last Attended: _____ Address: _____

Phone Number of School/Name of Principal: _____

Other students in your family who either attend, or are applying to attend Northwestern:

Name: _____ Grade _____ Name _____ Grade _____

Name _____ Grade _____ Name _____ Grade _____

Please state your reason(s) for wanting to transfer to Northwestern School Corporation:

Reference(s) – Do not list family members.

Name	Address	Phone
_____	_____	_____
_____	_____	_____

I understand the terms of the Transfer Application and further understand that failure to pay designated tuition fees (if applicable), in a timely manner may result in expulsion from Northwestern School Corporation.

Parent Signature _____

Date _____

If accepted after ADM count, tuition must be paid (or payment plan established) prior to enrollment.

OFFICE USE ONLY

Student Name _____ Graduation Year _____ Date of Birth _____

Date Application received _____

First Day of Attendance: _____ Student(s) eligible for state tuition support? _____

TO BE COMPLETED BY THE BUILDING PRINCIPAL

This form should be completed for every student who attends Northwestern School Corporation, who resides outside the district.

I have reviewed the application of the above named student.

Check one: I do approve the transfer.

I do not approve the transfer. My reasons for non-approval are:

Principal's Signature

Date

TO BE COMPLETED BY THE SUPERINTENDENT OF SCHOOLS

Check one: I do approve the transfer.

I do not approve the transfer. Attached are my reasons for non-approval.

Superintendent's Signature

Date

SCHOOL BOARD ACTION:

Transfer Application: Approved Denied

Date: _____

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