



RIVER FOREST COMMUNITY SCHOOL CORPORATION

**New Non-Resident Tuition Student
Information and Registration Packet
2018-2019 School Year**

All completed applications and documentation must be returned to:

River Forest Community School Corporation

Administration Office

3250 Michigan Street

Hobart, IN 46342

River Forest Community School Corporation

3250 Michigan Street

Hobart, Indiana 46342

Telephone: (219) 962-2909 Fax: (219) 962-4951

Dr. Steven C. Disney, Jr., Superintendent

Mr. Kevin M. Trezak, Assistant Superintendent

April, 2018

RE: 2018-2019 New Non-Resident Tuition Students

Dear Parent/Guardians of Non-Resident Students:

Thank you for your interest in the River Forest Community School Corporation (RFCSC). Applications for the enrollment of eligible Indiana residents, who live outside the RFCSC district boundaries, are being accepted through July 9, 2018. Students who do not live in the school district but would like to attend our schools must complete an Application for New Non-Resident Tuition Students no later than July 9, 2018. Since we are obligated to first enroll students who live in our school district, we will not be able to inform you of whether your application has been approved until the third week of July, 2018. You should not withdraw your child from his or her current school until you have been notified your application has been approved.

To be eligible, students must provide the following prior to initiating the enrollment application process:

- Letter from official of your current school stating that the student has not been suspended for ten (10) or more school days, or suspended or expelled for possession of a firearm, deadly weapon, or destructive device, causing physical injury to a person, or has violated the Corporation's drug or alcohol rules, during the twelve (12) months preceding the student's request to transfer to the RFCSC and a copy of most recent report card.
- Copy of birth certificate and immunization record.
- \$25 deposit toward cost of **each** tuition student

Please bring all of the above to the administration office, 3250 Michigan Street, Hobart, IN. Completed applications do not guarantee student enrollment.

Sincerely,

Steven C. Disney, Jr., Ph.D.
Superintendent

Enrolling as a New Non-Resident Tuition Student

The River Forest Community School Corporation accepts for enrollment students who do not live within the school corporation boundaries. Please review the criteria for acceptance below. Please contact Mr. Kevin M. Trezak, Assistant Superintendent, if you have any questions.

Criteria for Accepting New Non-Resident Tuition Students

The following criteria will be used for accepting new tuition students. A non-resident tuition student is one whose legal settlement is not within the boundaries of the River Forest Community School Corporation.

1. A student requesting tuition shall complete the Application for New Non-Resident Tuition Students together with the Non-Resident Tuition Student Request Agreement and submit them with all required documents to the River Forest Community School Corporation Superintendent's Office by July 9, 2018.
2. A student requesting a tuition transfer from another school district must submit a letter from the transferring school acknowledging the student has not had any suspensions or expulsions within the previous 12 months, that they are not applying to avoid a suspension or expulsion, and that the transferring school district is aware of the student's request to transfer.
3. A high school (9-12) student requesting a transfer from another school district shall submit transcripts from the home school.
4. The transfer request and letter will be reviewed by the superintendent or his/her designee. The following criteria will be used to determine the transfer request:
 - a. **The parent/guardian and student shall agree to provide and shall provide transportation to and from the school.**
 - b. **The parent/guardian and student shall agree to and shall 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.**
 - c. A tuition transfer request shall be denied based on one or more of the following:
 - i. The student has been suspended or expelled for more than 10 days in the 12 months preceding the request for transfer.
 - ii. The student was suspended or expelled for possessing a firearm, deadly weapon, or destructive device in the preceding 12 months.
 - iii. The student was suspended or expelled for causing physical injury to a student, school employee, or visitor to the school.
 - iv. The student was suspended or expelled for violating a drug or alcohol rule.
 - v. Admission cannot cause a class or section to become overcrowded or additional staff to be needed.
 - d. River Forest Community School Corporation enrollment capacity will be a consideration as to whether or not the student will be admitted.
 - e. A student may be accepted if his/her needs can be accommodated with current staffing and program offerings and whose enrollment does not adversely affect the programming for resident students.
 - f. Under no circumstances will a tuition student be accepted solely for athletic reasons.

5. Following the review of the written documentation, an interview may be scheduled with the student and the parents.
6. A recommendation will be developed by the superintendent or his/her designee as to whether or not to accept the tuition student.
7. Once the superintendent or his/her designee makes the final determination, the parent/guardian will be notified. If accepted the tuition fee must be paid in full. The tuition fee structure is:

1st student in family - \$100	Additional students - \$25 each
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8. Capacity for each grade level in each building will be determined in July. Consideration as to whether the student will be admitted or a random drawing will take place will be based on capacity and the number of applicants. A random drawing will take place in a public meeting of the school board when the number of eligible tuition applicants exceeds the capacity of the grade level. When determining capacity space needed for resident students, current tuition students, siblings of such students, and employees' children will be taken into consideration.
9. Applications must be submitted by July 9 of the year requesting a tuition transfer to begin the school year. Applications received after July 9 will be considered when an opening is identified.
10. Priority preference will be given to students with a parent who is an employee of the school corporation or students with a sibling or other member of the household who is currently a student in the transferee school.
11. Students transferring to River Forest Community School Corporation from other schools or school corporations shall be placed in those classes or those grade levels for which their previous educational experiences appear to qualify them. River Forest Community School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.
12. Tuition students will not be eligible for academic awards such as valedictorian or salutatorian if they were not enrolled in the River Forest Community School Corporation for all of their junior and senior years.
13. Parents will be notified during the 3rd week in July as to whether or not the student has been accepted for enrollment.
14. Following summer registration, elementary students will be assigned to the elementary schools as needed to maintain level class sizes.
15. River Forest Community School Corporation will not discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, including limited English proficiency, in its educational programs or employment policies as required by the state and federal laws.
16. **Students who violate any of the above mentioned criteria may be removed, thereby nullifying this agreement.**

2018-2019 APPLICATION FOR NEW NON-RESIDENT TUITION STUDENT
One per student

Student Name _____ Date of Birth _____ Phone _____

Student Address _____ City _____ State _____ Zip Code _____

Parent/Guardian name(s) _____

Current School: _____ Current Grade: _____ Check One: General Education
 Special Education

*****The following statement applies to high school students only*****

I understand that transferring schools may affect my child's eligibility to participate in athletics. **The River Forest Community School Corporation follows the Indiana High School Athletic Association (IHSSA) eligibility rules in regard to transfers between schools.** Information regarding the IHSSA transfer rules may be obtained from the Athletic Director in your high school or at www.IHSSAA.org.

Have you participated in athletics at your current school? Yes: _____ No: _____ Sport(s): _____

Do you plan to participate in athletics if transferred? Yes: _____ No: _____ Sport(s): _____

Parents are to include the following documents with the application so that placement determination can be made once the student is accepted for enrollment:

1. Indiana residency documentation, original birth certificate and immunization record.
2. Most recent report card and written Student/Parent Reason for Tuition Request.
3. Letter from current school indicating that the student is in good standing, has no suspensions or expulsions for possession of a firearm, deadly weapon or a destructive device causing physical injury to a person. Student has not violated the corporation drug or alcohol rule during the twelve (12) months preceding this transfer request.
4. Information Release form.

I AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.
I UNDERSTAND THE APPLICATION PROCESS DOES NOT GUARANTEE ENROLLMENT.

Parent/Guardian Signature: _____ Date: _____

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FOR USE BY THE SUPERINTENDENT'S OFFICE:

Request approved: Yes _____ No _____ Assigned School: _____

Reason for denial: Capacity _____ Suspension _____ Expulsion _____

Authorized signature from the Superintendent's Office: _____ Date: _____

Student/Parent Reason for Tuition Request

___ District Employee ___ Better Education Opportunities ___ Other-please specify below in statement

Please check the appropriate space above:

Additionally, please write a statement further clarifying your purpose in applying for tuition to the River Forest Community Schools.

River Forest Community School Corporation

Office of the Superintendent
3250 Michigan Street
Hobart, IN 46342

Phone: 219-962-2909

Fax: 219-962-4951

TUITION REQUEST AGREEMENT

One per student

Student Name: _____ Date of Birth: _____ Current Grade: _____
(Last, first, middle)

Address: _____ City: _____ State: _____ Zip Code: _____

Home phone: _____ Mother's Cell Phone: _____ Father's Cell Phone: _____

Current School District: _____ Current School: _____

School Address: _____ City: _____ State: _____ Zip Code: _____

School Phone: _____ Name of Principal: _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian #1: Name (Last, First): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email: _____ Home Phone: _____ Cell Phone: _____

Name of Employer: _____ Occupation: _____ Work Phone: _____

Parent/Guardian #2: Name (Last, First): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email: _____ Home Phone: _____ Cell Phone: _____

Name of Employer: _____ Occupation: _____ Work Phone: _____

PARENT STATEMENT:

Please sign below to authorize the River Forest Community School Corporation officials to contact your current school for further information. Also, it's understood that we, as parents, must assume responsibility for adequate transportation and supervision to and from school. We certify that we have read and agree to the above terms of the River Forest Community School Corporation.

Student's Signature: _____ Date signed: _____

Parent's Signature: _____ Date signed: _____

RIVER FOREST COMMUNITY SCHOOL CORPORATION

RELEASE OF STUDENT INFORMATION

Name of Student: _____ Birth Date: _____

Address: _____ Phone Number: _____

SCHOOL WHERE ENROLLED: _____ Address of School: _____

This Release of Educational and Medical Records is used to obtain records from other schools, educational providers, medical providers or agencies.

Reason for Release: Assist with the implementation of the education program/ provide previous educational records, facilitate communication with person involved with student: obtain Medical or Mental Health records.

Records to be released: All records and information which exists, either verbal or written, may be released. The records will be released and this release is valid until no later than one year from the date of the consent or it will end on July 9, 2019.

Release Records to Whom: This individual's records may be released or obtained by the following: OFFICE USE ONLY

RIVER FOREST COMMUNITY SCHOOLS
3250 Michigan Street
Hobart, IN 46342
219-962-2909/FAX: 219-962-4951

PARENT/GUARDIAN APPROVAL: Sign and date the release _____
Parent/Guardian Signature Date

I authorize the River Forest Community School Corporation to release/disclose/obtain/exchange confidential records and information to or from the person(s) or organizations designated on this release. I understand that I may request a copy of any records received or released and have the right to challenge the contents of any school records, as provided by the family Educational Rights and Privacy Act of 1974. I understand the River Forest Community School Corporation's disclosure of confidential information pursuant to this release can no longer assure how the recipient will use the records.

This release is subject to revocation at any time

