

Memorandum

To: Board of School Trustees
From: Chris Himsel
Date: 17 May 2018
Re: Request for Waiver of Student Enrollment Policy (5111)

BOARD
MAY 21 2018
APPROVED

I request a waiver for the 2018-2019 school year from the provision of Board Policy 5111 which states "The Corporation shall enroll only those students who have legal settlement in the School Corporation." Specifically, I request permission from the Board of School Trustees to enroll a maximum of 11 kindergarten and 12 first grade students who do not currently have legal settlement within Northwest Allen County Schools to attend Arcola Elementary School; I recommend that Board of School Trustees waive the transfer tuition process for these students. In accordance with the applicable statute, this represents the number of transfer students the school corporation has the capacity to accept.

Procedures for determining the 11 kindergarten and 12 first grade students whose transfer request will be recommended to the Board for approval are as follows:

1. Enrollment of students who do not currently have legal settlement with Northwest Allen County Schools shall be limited to only those students eligible for the curricular programs currently offered at Arcola Elementary School.
2. Parents of students whose transfer is approved shall be solely responsible for transportation to and from the assigned school.
3. Enrollment of students who do not currently have legal settlement with Northwest Allen County Schools shall be limited to only those students who
 - a. have not been suspended or expelled during the previous twelve (12) months preceding the transfer request as described in I.C. 20-26-11-32(j); or
 - b. do not have a history of unexcused absences.
4. Applications of those students who do not currently have legal settlement with Northwest Allen County Schools must be submitted by 3:00 p.m. on Monday, August 6, 2018 to the Northwest Allen County Schools Superintendent's office located at 13119 Coldwater Road, Fort Wayne, Indiana. In accordance with statute, the date will be published
 - a. on the school corporation's Internet web site; and
 - b. reported to the Indiana Department of Education.
5. If more than 11 kindergarten students or more than 12 first grade students who do not have legal settlement within Northwest Allen County Schools, apply to transfer to Arcola Elementary School,
 - a. Priority will be given to those children whose parents are employed by Northwest Allen County Schools; and
 - b. If, after considering the children of parents employed by Northwest Allen County Schools, capacity remains, a publicly verifiable random selection process (i.e., a lottery system) consistent with requirements outlined in state statute will be utilized to

determine which students will be permitted to enroll and attend Arcola Elementary School.

6. Consistent with requirements in I.C. 20-26-11-32(h), an eligible member of a household of a student whose transfer was approved may also enroll at Arcola Elementary School.
7. The transfer students who meet eligibility requirements shall be recommended to the Board of School Trustees for approval at its regularly scheduled meeting on Monday, August 13, 2018.
8. If a student's transfer request is approved, the student may continue to be enrolled, along with an eligible member of the transferred student's household, at Northwest Allen County Schools in a school assigned by the Board of School Trustees unless the student withdraws from Northwest Allen County Schools or is expelled from Northwest Allen County Schools for reasons outlined in the student code of conduct. If a student withdraws or is expelled from Northwest Allen County Schools, the approved transfer request becomes void.