

## **Non-Resident Employee Children Enrollment Guidelines**

In compliance with Indiana Law, Hamilton Southeastern Schools will accept enrollment of students who are children of school corporation employees, but do not have legal settlement within the corporation geographic boundaries.

Enrollment requests will be considered contingent on capacity of each grade level within the school corporation. Capacity will be based on grade level student/teacher ratios and on capacity within area programs, such as high ability, IB, Academy of Finance, vocational programs, etc.

Placement is determined by the superintendent or his designee. A request for placement in a specific school is permitted, but such placement is not guaranteed. Every attempt will be made to provide stability in the placement of a student. Students who have legal settlement within the school boundary have priority over non-resident students.

If the number of applying non-resident students exceeds the capacity of the school corporation, the students who will be admitted must be determined by a random drawing in a public meeting of the school board.

### **Procedures:**

1. Current employee requests for non-resident student enrollment must be submitted in writing, using the Transfer Appeal Application found on the District Website.
2. K-6<sup>th</sup> grade non-resident students will be placed in schools with highest capacity by grade level sections.
3. 7<sup>th</sup>-12<sup>th</sup> grade non-resident students will be placed as determined by overall enrollment and core class (math, English, science, social studies) balance.
4. Reasonable efforts will be made to provide non-resident students with stability in placement; however, students may be reassigned to a different school, based on capacity.
5. Placement of non-resident students will be made as quickly as possible, and notification will be delivered by email.
6. School transportation of non-resident students will be the responsibility of the employee.
7. Non-resident children of an employee may only be enrolled in HSE Schools if a parent is currently employed by HSE Schools. If an attending out-of-district student's parent is no longer employed at HSE Schools, the student will be allowed to complete the current semester at HSE schools.