



Administration Office • 13485 Cumberland Road • Fishers, IN 46038

Ph: 317.594.4100 • FAX: 317.594.4109 • Web site: www.hse.k12.in.us

TRANSFER APPEAL APPLICATION

Please complete this application and the Homeowner's and Renter's Statement of Residency. Complete Residency Verification is required within 45 calendar days after enrollment or transfer. If relocating into or within the district, please provide Proof of Residency in the form of a Lease or Purchase Agreement signed by the lessee/buyer/builder/ and the lessor/seller.

PLEASE SUBMIT COMPLETED FORMS TO SCHOOL REQUESTING TO ATTEND OR TO JULIE HAYS AT THE ADMINISTRATION OFFICE: email: jhays@hse.k12.in.us

PLEASE NOTE:

- Completion of this form does not guarantee approval of the transfer request.
- Transportation is not provided for students attending a non-home school.
- Notification will be provided to you by email within 2 weeks of receipt of completed forms.
- Approval of a transfer does not guarantee athletic eligibility as determined by the IHSAA.

Please select from the following:

- Transfer from one HSE School to another HSE School due to a relocation
- Transfer to an HSE School from outside the district, pending a relocation into the district
- Remain at current HSE School pending relocation out of HSE School/District boundaries
- Transfer from one HSE School to another HSE School due to other reasons (not a relocation), please explain below.

Multiple students in family, please complete the attached addendum.

Student Name: _____ Current Grade: _____

Current School: _____ Does Student have an IEP? Check Yes / No Yes No

Current Street Address: _____ City and Zip Code: _____

New Street Address (if moving): _____ New City and Zip Code (if moving): _____

New Home School Assignment _____ Approximate Closing or Move-in Date: _____

School Requesting to Attend: _____ For Grade/School Year: _____

Parent Name: _____ Today's Date: _____

Parent Phone: _____ Parent Email: _____

Reason for transfer request, please explain in detail below or provide attachment:

[Click or tap here to enter text.](#)

**Hamilton Southeastern Schools
Homeowner's and Renter's Statement of Residency**

School(s) _____ School Year _____

I am aware that Indiana Education Code and HSE Schools Governing Board Policy on attendance require students to be enrolled in the district in which the student's parent/legal guardian resides.

I certify that my child _____ resides with me
(Name of Student(s) and Grade of Student(s))

_____, _____
Name Relationship to Student

At this address: _____
Street Address City Zip

which lies within the attendance boundaries of Hamilton Southeastern Schools. Further, I understand it is considered falsification if I move from this address and fail to notify the school. It is my responsibility to notify the school within five days if my child or I move from this address. Should this statement be found to be false, I understand that I am legally liable for any educational costs incurred by Hamilton Southeastern Schools. In addition, my child will be dis-enrolled and referred to his/her resident district for enrollment. District transfers may not be approved if parent/guardian has falsified residency.

I have provided the required documentation as proof of residence for enrollment for the current school year.

Date Signature of Homeowner/Renter

Home Telephone Number Work/Cell Telephone Number

Email Address

You must submit original documents, copies will not be accepted (original documents will be returned to you). Mail addressed to post box numbers will not be accepted. All applicants must submit at least one document from each of the columns on the chart. Partial Residency Verifications are accepted only in the most extreme circumstances where a student's educational well-being would be severely jeopardized otherwise. Students will be placed on a class list and can begin attending when the school receives one document for proof of residency listed on the chart. If the residency verification is not completed within 45 days, your child will be dis-enrolled.

*****FOR HSE USE ONLY*****

_____ Documentation from Column A _____
_____ Documentation from Column B _____
_____ Documentation from Column C _____

Address and proof of residence verified by:

School Administrator Date

All applicants must submit at least one document from each of the following columns:		
COLUMN A	COLUMN B	COLUMN C
<ul style="list-style-type: none"> • copy of Deed OR record of most recent mortgage payment • copy of Lease OR record of most recent rent payment • Legal affidavit from landlord affirming tenancy AND record of most recent rent payment • Copy of title work, closing papers, or paperwork from recorder's office 	<p>A utility bill or work order dated within the past 60 days, including:</p> <ul style="list-style-type: none"> • Gas bill • Oil bill • Electric bill • Home telephone bill • Cable bill • Cell phone bill • Other bills (trash removal, satellite TV, sewer bill, water bill, lawn bill, etc.) • Physician's bill • Automobile bill • Insurance bill • Student or government loan bill • Letter from approved governmental agency or current employer • Payroll stub • Bank or credit card statement • Unemployment check • Welfare/government assistance check 	<ul style="list-style-type: none"> • Valid Indiana driver's license with current address • Current vehicle registration • Valid Indiana photo identification card <p>Dated within the past year:</p> <p>W-2 form Excise (vehicle) tax bill Property tax bill</p>

*Legal guardianship requires additional documentation from a court or agency.

You must submit original documents, copies will not be accepted (original documents will be returned to you).

Mail addressed to post box numbers will not be accepted. All applicants must submit at least one document from each of the columns on the chart. Partial Residency Verifications are accepted only in the most extreme circumstances where a student's educational well-being would be severely jeopardized otherwise. Students will be placed on a class list and can begin attending when the school receives one document for proof of residency listed on the chart. If the residency verification is not completed within 45 days, your child will no longer be allowed to attend Hamilton Southeastern Schools.

This residency procedure does not apply to homeless students.

For more information about the Hamilton Southeastern Schools contact the HSE Central Office at 317-594-4100(Residency Policy,

Families not currently residing within the school corporation or families who would like their children to attend a school other than their home school must submit an appeal to the Transfer Appeals Committee prior to enrollment.