

## **Resident Employee Non-Home School Transfer Appeals and Enrollment Guidelines**

Hamilton Southeastern Schools will accept transfer appeals for students who are children of school corporation employees, who request enrollment at HSE schools other than the employee's building location or the identified home school.

Transfer Appeal requests will be considered contingent on capacity of each grade level within the school corporation. Capacity for **K-6<sup>th</sup> grade students** will be based on grade level student/teacher ratios. **7<sup>th</sup>-12<sup>th</sup> grade students** will be placed based on overall enrollment and core class balance (math, English, science, socials studies.) Capacity within area programs, such as high ability, IB, Academy of Finance, vocational programs, etc. will also be considered.

Upon submission of the Transfer Appeal, a student will be placed in a school as 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 have priority over non-resident students.

### **Procedures:**

1. Current resident employee requests for non-building student enrollment must be submitted in writing, using the attached form, to Julie Hays ([jhays@hse.k12.in.us](mailto:jhays@hse.k12.in.us)) at the administration office by **Monday, May 6, 2019.**
2. Reasonable efforts will be made to provide resident students with stability in placement; however, students may be reassigned to a different school, based on capacity.
3. Placement of students will be made as quickly as possible, and notification will be delivered by email no later than June 7, 2019.
4. School transportation of resident students to a non-home school will be the responsibility of the employee.
5. If an attending student's parent is no longer employed at HSE Schools, the student will be allowed to complete the current semester at HSE schools.