

## Tuition-Free Student Transfer Information

July, 2010

The Mitchell Community Schools Board of Trustees recently approved a new transfer process that allows the school corporation **not to charge tuition** to non-resident families wishing to enroll their child or children in Mitchell Community Schools while living outside the school district boundaries.

To request transfer to Mitchell Community Schools, parents should complete a transfer request form and submit it to the MCS Administration Center before the first day of school each year. The transfer request form is available in the MCS Administration Center, at each school, or online on our website.

If a parent chooses to apply for a transfer, the parent will need to:

- Apply before the first day of school; applications later than the first day of school will not be approved
- Be of the sincere belief that the student can be better accommodated by the educational program of Mitchell Community Schools
- Verify that the transfer of the student to Mitchell Community Schools is necessary due to unique family circumstances
- Provide transportation to and from the school the student will attend
- Notify the school if/when the student becomes a legal resident of Mitchell Community Schools
- Verify that the transfer of the student is **not** for athletic reasons
- Verify that the transfer of the student is **not** to avoid a disciplinary measure imposed or about to be imposed by another school
- Understand that the request for transfer may be denied
- Understand that, if granted, they will need to apply each year before the first day of school to renew the transfer