

Greenfield-Central Policy 5111

Application for Transfer of Non-Resident Student

Student Name: _____ Date: _____

Name of Parent/Guardian: _____ and/or _____

Permanent Address: _____ ZIP: _____

Township of Residence _____

Phone: _____ Email:(if applicable) _____

Name of School/School District Last Attended: _____

Greenfield-Central School Requested: _____ Current Grade: _____

Requirements Met:

_____ Student has met the September 15th deadline.

_____ Letter stating reason for transfer request.

_____ Parent of K – 6th grade student

_____ Junior High student

_____ High School student

_____ Grade level/school has ample capacity for this student.

_____ Interview Date with Principal: _____

(Attach documents and turn this form into the school building your student wishes to attend.)



APPLICATION CHECKLIST (Documents MUST be attached to the application) (OFFICE USE)

_____ Student has maintained a C+ or greater, GPA for the past three (3) years, if applicable. –Attach transcript, report cards or other evidence.

_____ Student has maintained a 95% attendance in school for the past three (3) years, if applicable.

_____ Student has shown exemplary, positive behavior during the past three (3) years of school, if applicable.

_____ Junior High or High School Student has registered for one (1) extra curricular activity - Please specify _____ (Club, band, choir or athletics)

_____ Request Granted

_____ Request Denied

Reason(s): _____

Parent/Guardian: _____ Date: _____

School Principal: _____ Date: _____

Superintendent: _____ Date: _____

Greenfield-Central Community School Corporation



Non-Resident Attendance Board Policy Number 5111

1. A student(s) requesting transfer shall complete the Application for Transfer of Non-Resident Student and submit it to the Greenfield-Central Schools Superintendent's Office prior to September 15th, or at the discretion of the Superintendent.
2. A student requesting transfer to either the middle school or high school shall write a one-page letter indicating why they want to transfer. Parents of an elementary school age child shall write one-page letter indicating why they are requesting the transfer.
3. The administrative team will review the following information:
 - Student transfer request form
 - Attendance documentation
 - Academic documentation (Report card and or transcript)
 - Student behavior information
4. Following the review of the written documentation, an interview will be scheduled with the student and parent.
5. Once the interview has been conducted, a recommendation will be developed by the administration as to whether or not to accept the transfer student. The following criteria will be used in analyzing the transfer request.
 - a. Student must have a C+ average to be considered for enrollment into Greenfield-Central Schools and maintain a GPA of C+ or greater all times during their academic career.
 - b. Student must achieve and maintain a 95% attendance at all times during their academic career.
 - c. Student must have an exemplary student behavior record and meet this expectation on a daily basis during their academic career. (No fighting, alcohol, illegal controlled substances, truancy).
 - d. Middle School and High School students must participate in at least one extra curricular activity during the school year. (Club, band, choir or athletics).
6. The administrative team will forward their recommendation to the Superintendent of Schools.

7. Enrollment in Greenfield-Central Schools will be based on the criteria listed above along with building capacity at each grade level and or building.
8. Students are responsible to provide their own transportation to Greenfield-Central Schools.
9. Under no circumstances will a transfer student be accepted for athletic reasons.
10. Failure to meet the expectations listed above will result in immediate withdrawal from enrollment at Greenfield-Central Schools.
11. Greenfield-Central Schools will not discriminate on the basis of race, color, religion, sex, national origin, age or handicapping condition, including limited English proficiency, in its education program or employment policies as required by state and federal laws.