

# Permanent Transfers

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According to Board Policy 5111 & 5120; every student shall attend the elementary school, middle school or high school assigned to his/her residential district. The School City of Hammond will however allow the parent(s)/guardian(s) to apply for a permanent transfer thru the Student Services office. Permanent Transfers are now available from grades K thru 12. These transfers only pertain to students who are currently enrolled in a School City of Hammond public school. For more information on permanent transfers please contact the Student Services office at 219-933-2400 Ext. 1034.

The Student Services office offers permanent transfers twice (2) throughout the school year. Transfers are usually offered two weeks before the start of a new semester. The dates for the 2016-2017 school year are:

- June 12<sup>th</sup> – July 27<sup>th</sup> (2017)
  - If approved the transfer is effective at the beginning of the 1<sup>st</sup> semester
- December 11 – December 22<sup>nd</sup> (2017)
  - If approved the transfer is effective at the beginning of the 2<sup>nd</sup> semester

## **Please note:**

- A permanent transfer is permanent and is only for the student(s) listed on the permanent transfer application. It does not guarantee that other siblings or wards will be able to transfer to the same school.
- **Transfers are dependent upon space availability and the student's academic, attendance, and disciplinary record.** A permanent transfer is contingent on the student's behavior and can only be revoked for disciplinary and/or attendance reasons.
- The School City of Hammond **will not** provide transportation; it will be the parent/guardian(s) responsibility to provide transportation.
- A permanent transfer is good for the duration of the time the student is attending his/her specific school. When a student has completed his/her education at that school the parent/guardian must complete a new permanent transfer form for the next phase of the educational process.
- If a student is withdrawn or if the stipulations of the permanent transfer are violated the withdrawal/violation automatically voids this permanent transfer and the student must register at his/her home school. In order to request another transfer the parent(s)/guardian(s) must wait **one full semester** (not including the present semester) before becoming eligible for another transfer request.