

Permanent Transfers

According to Board Policy 5005.1 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. Please keep in mind that Permanent Transfers are only available to 1st grade thru 12th grade 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.

If your student(s) is/are attending a Title I school on school improvement, you may request a transfer thru the Title I office. For more information on Title I transfers please contact the Title I office at (219) 933-2400 Ext. 1063

The Student Services office offers permanent transfers three (3) times during the school year. Transfers are usually offered two weeks before the start of a new trimester. The dates for the 2011 – 2012 school year are:

- June 13th thru August 11th (2011)
 - If approved the transfer is effective at the beginning of the 1st trimester
- November 1st thru November 18th (2011)
 - If approved the transfer is effective at the beginning of the 2nd trimester
- February 6th thru February 24th (2012)
 - If approved the transfer is effective at the beginning of the 3rd trimester

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- If a student is withdrawn or if the stipulations of the permanent transfer are violated the withdrawal/violation automatically voids this permanent transfer and the student must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 trimester** (not including the present trimester) before becoming eligible for another transfer request.