

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: JCA-R

REGULATIONS - SCHOOL DISTRICTS

Policy JCA states, "A child of school age shall attend school in the school district in which the child resides unless authorized by permit statement from the Superintendent or his designee."

The Vigo County School Corporation has established educational attendance districts which include all residents of Vigo County. The specified attendance districts provide an educational opportunity, which is essentially equal for all Vigo County School Corporation students. However, there may be circumstances which would necessitate a request by the parent/guardian for a school year permit to attend a school outside of the student's legal attendance district.

Elementary Permits (Preschool - Fifth Grade)

All elementary school attendance permits, with the exception of affidavits, shall be considered and processed by the receiving principal. The principal may not approve any permits which would cause the individual class size to exceed the maximum class size according to the policies of the Vigo County School Corporation.

The parameters which are to be used in consideration for approval of a permit are as follows:

- a. Physical, psychological, and/or educational needs as requested by a medical doctor, other qualified school personnel.
- b. Recommendations from the Vigo County Juvenile Probation Department or other appropriate legal or governmental agencies.
- c. Evidence that the parents or guardians are purchasing or building a home in a different attendance district.
- d. Nursery school enrollment in the attendance district.
- e. If the residence of a babysitter is located in a different attendance district, consideration will also be given for issuance of a permit.
- f. Residence established by affidavit in keeping with the provisions of state law.
- g. Adjust individual school enrollment.

The procedures and information which must be considered by the parent/guardian in applying for a permit are as follows:

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- a. That a parent/guardian may request in writing a permit for one school year.
- b. The request must be made in writing to the principal of the receiving school.
- c. Permits approved will be considered according to the date received by the principal of the receiving school.
- d. The number of overall permits approved will be solely based upon the availability of space for each specific classroom. A specific school may not approve permits which would cause a class to exceed the maximum class size according to Vigo County School Corporation Policies.
- e. The permit will require that families provide their own transportation to and from the school.
- f. Permits are subject to revocation by the principal at any time.

Secondary Permits (Sixth Grade - Twelfth Grade)

All secondary school attendance permits and affidavits shall be considered and provided through the office of Student Services. The office of Student Services may not approve any permits, which would cause the individual class to exceed the maximum class size policies of the Vigo County School Corporation.

The Parameters which are to be used in consideration for approval of a permit are as follows:

- a. Physical, psychological, and/or educational needs as requested by a medical doctor, other qualified school personnel, or a parent.
- b. Recommendations from the Vigo County Juvenile Probation Department or other appropriate legal or governmental agencies.
- c. Evidence that the parents or guardians are purchasing or building a home in a different attendance district.
- d. Residence established by affidavit in keeping with the provisions of state law.
- e. Adjust individual school enrollment.

The procedures and information which must be considered by the parent/guardian in applying for a permit are as follows:

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- a. That a parent/guardian may request in writing a permit for one school year which is automatically renewed unless revoked by the principal or canceled by the parent/guardian.
- b. Permits approved will be considered according to the date received by the office of Student Services.
- c. Upon receipt of a request for a permit, the Coordinator of Student Services shall contact the principal of the school in which the student has legal settlement. That principal and the parent must meet in order to discuss the reason for the requested permit and a letter of support or nonsupport will then be forwarded to the Coordinator of Student Services by the sending school principal. The Coordinator of Student Services will, based upon the sending principal's recommendation, either proceed with the establishment of a parent meeting with the receiving school principal or place a nonsupported permit request in the appeal process. The appeal process will rest with the Coordinator of Student Services and the final appeal decision rests with the Superintendent of Schools.
- d. The number of overall permits will be solely based upon the availability of space for each specific classroom. A specific school may not accept permits which would cause a class to exceed the maximum class size according to Vigo County School Corporation policies.
- e. The permit will require that families provide their own transportation to and from the school.
- f. Permits are subject to revocation by the principal at any time.
- g. Permits granted shall require a one year signed agreement that the student and parent attest he/she will stay in their new placement for the academic year in which the permit is granted.
- h. High school students who wish to participate in high school athletics and who are granted a permit by the Vigo County School Corporation to transfer to a school outside the school attendance district in which the student resides must also meet the rules and regulations of the Indiana High School Athletic Association (IHSAA) regarding eligibility for athletic participation. In general, the IHSAA rules allow ONLY 'Limited Eligibility' (freshman and junior varsity team participation) for 365 days for students who transfer schools without a corresponding change of residence following the beginning of the freshman year. ONLY when there is no substantiated evidence of athletics as a reason for the transfer will 'Full Eligibility' be considered by the principal(s) as a possible option. Please contact your high school principal or athletics director for complete information.

The sole intent of granting any permit is to assist the student in achieving their optimum level within the Vigo County School Corporation.

Adoption Date: December 8, 1976; Revised: August 10, 1980; August 10, 1992; May 22, 1995; Revised August 26, 2002

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