

PERRY TOWNSHIP SCHOOLS

6548 Orinoco Avenue
Indianapolis, Indiana 46227

**Application for Intra-District (residence is within Perry Township) Choice
Secondary Level**

Perry Township Schools allows the parent/guardian of resident students at the secondary level to apply for intra-district transfer. If approved, the student is permitted to attend a secondary school other than where the student resides. The approval is contingent upon the guidelines listed below. Further, both the Transferor and the Transferee principals must agree to the transfer.

PRINT:

Name of Student _____ Date of Birth _____

Perry Township Student ID # _____

Name of Parent/Guardian _____

Home Address _____

City _____ State _____ ZIP Code _____

Resident School (*Transferring From*) _____

School Requested (*Transferring To*) _____

Telephone # _____ Grade level for **2023-2024** school year _____

If the last school attended is not a Perry Township school, a copy of the student's most recent grades, attendance and discipline report must be attached to this request for grades 6-8; High School requests must include a copy of up-to-date transcript, attendance and discipline report.

The following terms apply to the intra-district transfer opportunity:

- The parent must provide a rationale for the choice request in the space provided on the back of this form.
- The student's parent/guardian will provide the student's transportation to and from requested school.
- Program/classroom space must be available in the requested school without overcrowding students with legal settlement.
- This request is not being made primarily for athletic reasons.
- If in high school, the student must be on track for graduation (10 credits earned per year).
- The student may not be currently expelled or suspended.
- The student's parent/guardian must sign a release of record to allow the requested school to review the student's academic, attendance, and disciplinary record.
- The principal of the school where the student resides must be in agreement of the transfer request and the principal of the requested school must be in agreement for the transfer application to be approved.
- If a transfer request is denied, the student/parent may appeal the decision to the Assistant Superintendent. This appeal process is explained on the back of this application.
- If the transfer application is approved, the student/family must make a one-year commitment.
- Transfers may be withdrawn after the current school year or at any time the parent/guardian does not comply with this agreement.

(COMPLETE AND SUBMIT ALL PAGES)

Parent/Guardian Signature

Date

☐ Approve

☐ Deny

Principal of School Where Student Resides

Date

☐ Approve

☐ Deny

Principal of Requested School

Date

District Authorization:

☐ Approve

☐ Deny

Assistant Superintendent

Date

Rationale for Why You Are Requesting Choice: Please explain below your reason for wanting your child to attend school on the other side of the township.

Appeal Process:

1. If your choice request is denied, you may appeal the decision.
2. Your appeal must be filed within five (5) business days from the date you are informed of the denial.
The principal will note the denial date when he/she contacts the parent/guardian.
3. An appeal must be filed with the Assistant Superintendent for Career Preparation,
Perry Township Education Center, 6548 Orinoco Avenue, 46227; 317-789-3722.
4. Upon receiving an appeal, the Assistant Superintendent will schedule a conference with the
parent/guardian within five (5) business days.
5. After conducting the conference and hearing the appeal, the Assistant Superintendent will make a
ruling within two (2) business days and inform the parent/guardian.