

Scott County School District 2 Student Transfer Guidelines

*Last updated February 2026

Definitions

The following definitions apply to this policy:

“School of Residence” The SCSD2 school assigned based on the student’s verified residence.

“Student Residence” The physical address at which the parent or legal guardian permanently resides.

“Receiving School” The school to which a transfer is requested or approved.

“Transfer Student” A student who is either: An out-of-district student; or an SCSD2 student requesting enrollment in an elementary school other than the school of residence.

“Out-of-School Enrollment Boundary Student” An SCSD2 elementary student whose residence lies outside the established enrollment boundary of the school attended.

“Out-of-District Student” A student whose residence lies outside SCSD2 boundaries.

“Sibling” A brother, sister, half-sibling, step-sibling, or foster child residing in the same household.

“Wait List” An ordered list of transfer applicants created when grade-level capacity has been reached, ranked by date and time of completed application submission.

Transfer Application Requirements

1. Only a parent or legal guardian may submit a transfer application.
2. Transfer applications must be submitted using district-approved procedures and documentation.
3. Applications not submitted during the designated transfer window will be denied, except in cases of documented hardship or special circumstances approved by administration.
4. Students without an approved transfer will enroll in and attend their school of residence at the start of the school year.

Designated Transfer Windows

Transfer applications will be accepted only during the annual transfer windows established by the district for the desired school year.

a. SCSD2 Resident Students

Students currently enrolled in Scott County School District 2 may submit transfer applications for the following school year only. Applications will be accepted beginning April 1 and will close on the final instructional day of the current school year. Applications submitted after the close of the school year will not be considered.

b. Out-of-District Students

Students not currently enrolled in Scott County School District 2 may submit transfer applications for the desired school year beginning April 1 of the current school year. Applications will continue to be accepted through February 6 of the desired school year. Applications submitted after February 6 will not be considered.

Transfer Priorities

Transfer requests will be considered in the following order should capacity permit:

1. Siblings of students currently enrolled at the receiving school
2. Children of SCSD2 employees assigned to the receiving school
3. Other SCSD2 resident students
4. *Out-of-district students not otherwise qualifying under Priority 1 or 2

*based on time-stamp of completed transfer form request

Automatic Approval: Requests to attend a student's school of residence will be approved.

Employment and Sibling Conditions

- Employment-Based Priority will remain valid only while the employee is actively employed at the receiving school.
- Sibling-based priority applies only to students residing in the same household at the time of application and is subject to available capacity.

Grandfather Clause

- Students currently enrolled at an elementary school under an approved transfer may remain enrolled through completion of Grade 5.
- Grandfathered status will be immediately void upon:
 - Change in student residence;
 - Change in legal guardianship; or
 - Voluntary withdrawal from the receiving school.

Transportation

1. SCSD2 will not provide transportation for transfer students unless required by the student's Individualized Education Program (IEP), McKinney-Vento protection, or falls within already established bus routes/pick-up locations.
2. In all other cases, transportation will be the sole responsibility of the parent or guardian.
3. Lack of district-provided transportation will not be grounds for continued transfer approval.

Capacity Limitations

- All transfers are subject to available capacity at the receiving school.
- Capacity determinations will be based on:
 - Facility limitations;
 - Program availability; and

- Staffing levels established under the district staffing model.
- Capacity decisions will be final and non-appealable at the discretion of the building principal and Assistant Superintendent.

Denial and Revocation of Transfers

Pursuant to IC 20-26-11-32, SCSD2 may deny or revoke a transfer for any of the following reasons:

Administrative Grounds

- Insufficient capacity at the receiving school;
- Application submitted outside the transfer window;
- Transfer requested primarily for athletic participation;
- Submission of false or misleading residency or transfer information.

Families found to have knowingly provided false information will be ineligible to apply for a transfer for one (1) school year.

Discipline and Attendance Grounds

A transfer may be denied or revoked if, within the preceding twelve (12) months, the student:

- Was suspended for ten (10) or more school days;
- Was expelled;
- Engaged in serious misconduct as defined by Indiana law.;
- Caused physical injury to a student, staff member, or visitor; or
- Violated district drug or alcohol policies.

A transfer may also be denied or revoked if the student demonstrates a pattern of attendance issues, including:

- Five (5) or more unexcused absences in a 10 week period; or
- Ten (10) or more total absences, unless otherwise required by law.

Transfers may be revoked for repeated disciplinary incidents that substantially disrupt the educational environment.

Wrongful Transfer or Enrollment

1. Any student enrolled outside their school of residence without an approved transfer will be returned to their school of residence at the end of the trimester in which the violation is identified.
2. This provision will not apply to students protected under the Grandfather Clause.

Duration and Revocation Procedures

1. Approved transfers will remain in effect through the final grade level of the receiving school, unless revoked.
2. Out-of-district students must maintain acceptable attendance and discipline.

3. Principals may request revocation of a transfer due to attendance or discipline concerns.
4. All revocation requests will be reviewed and approved or denied by the Assistant Superintendent or designee.
5. Students directed to return to their school of residence will do so at the end of the trimester unless otherwise authorized.

Proof of Residence

- Proof of residence will be submitted annually.
- The district reserves the right to verify residency at any time.

Appeals

1. Parents or guardians may appeal transfer decisions to SCSD2 administration.
2. Appeals must be submitted in writing within five (5) school days of notification.
3. Decisions of the Transfer Appeal Committee will be final and binding.