



Wa-Nee Community Schools Transfer Tuition Student Enrollment Process

- 1) Parent completes Eligibility Verification Request Form A(1) and returns the form to the building principal.
- 2) Principal completes criteria checklist on the *Transfer Student Eligibility Verification* Form A(1) and makes recommendation to Superintendent Form A(2).
- 3) Superintendent approves or denies recommendation and sends copy of *Transfer Student Eligibility Verification* Form A(1) and Form A(2) back to building principal.
- 4) Superintendent sends letter informing parents of denial or approval of student eligibility for transfer. Upon approval, attached to the letter will be the *Transfer Student Agreement* Form C.
- 5) The parent will take a copy of the signed *Transfer Student Agreement* Form C to the building to enroll.
TRANSFER STUDENTS CANNOT BE ENROLLED UNLESS THE SCHOOL RECEIVES AN AGREEMENT (FORM C) SIGNED BY THE PARENT AND TREASURER.
- 6) Original Transfer Agreement forms will be placed on file at the Administration Office. The parents will need to take a copy with them to registration.
 - Register at Woodview/Nappanee/or Wakarusa Elementary. Bring Form C, the Transfer Agreement, to the school at Registration to finalize the enrollment process.
 - Register at NorthWood Middle School. Bring Form C, the Transfer Agreement, to the school at Registration to finalize the enrollment process.
 - If you are enrolling at NorthWood High School, contact the Guidance Office at 773-4127.
- 7) At the end of each academic school year, principals will review the status of all transfer students. Eligibility Verification Request Form A(1) will need to be completed on all returning students.