

MEMORANDUM

TO: Superintendents and Principals

FROM: Robin LeClaire, Director of School Improvement
Lisa Truitt, State Attendance Officer

DATE: May 29, 2019

SUBJECT: Public School Transfers (IC 20-26-11-32)

This memorandum is a reminder regarding the reporting process for districts that are accepting out of district students. IC 20-26-11-32 requires public school corporations to report to the Indiana Department of Education the date by which requests to transfer must be received by the school corporation.

If your school corporation accepts out of district students, please use this link to report School Corporation Name, Corporation Number, date by which requests to transfer must be received, and name and email of the person submitting the report.

Please submit your information no later than May 25, 2019.

The Indiana Department of Education will post the information on the Public School Transfers website.

Please contact Robin LeClaire at 317/232-0524, rleclaire@doe.in.gov or Lisa Truitt, State Attendance Officer at 317-233-6016, ltruitt1@doe.gov if you need additional information.