Process and Procedures for Out-of-District Residents Requesting Enrollment

If you are not a resident of Lebanon Community School Corporation, and wish to enroll your child for the 2019-2020 school year please complete the following:

1. **Submit this request in writing to:**
   Superintendent of Schools
   1810 N. Grant St.
   Lebanon, IN 46052

2. **Include the following information:**
   - Full legal name of student
   - Full legal name of parents/guardians
   - Current address
   - Current phone numbers -- home, work, cell
   - Current grade level and name of school attending
   - School for which you are requesting enrollment in
   - If you are requesting enrollment in an elementary school please list second and third choices. The school corporation reserves the right for placement.
   - Please provide reason(s) for request
   - If applicable - please provide copies of settlement papers that delineate custody of the child.
   - Social Security number of student
   - Date of Birth
   - Grades, Attendance and Discipline records

**Please note:**

- The student must be enrolled and attending Lebanon Community School Corporation on the student count date (September 2019 for first semester and February 2020 for second semester) that is established by the State of Indiana. If the student is not enrolled and attending on the count date the parent/guardian will be responsible for tuition which is approximately $3,000.00 per semester. If the student is enrolled and attending Lebanon Community School Corporation on the student count date (September 2019, February 2020) no tuition will be charged.

- Parents/guardians are responsible for payment of book rental and student fees.
- Parents/guardians are responsible for transportation to and from school.

- High School students will not be automatically eligible to participate in sports. If the move is made for athletic reasons, the student/athlete will have to sit out a year. Application for participation will have to be made with the High School Athletic Director.

The school corporation will take this request under consideration upon receipt of the requested information. The school corporation reserves the right to deny any out-of-district request for enrollment/attendance issues. Each request is valid for only one school year. The parent/guardian must reapply every year.

Please contact Charles Tait or Melanie Beltran with any questions or concerns. Charles Tait 765-482-0380 ext .31811, taitc@leb.k12.in.us

Melanie Beltran 765-482-0380 ext 31801, beltranm@leb.k12.in.us
I _________________________________ request permission for

Parent / Guardian

______________________________ to attend Lebanon Community School

Student Name

Corporation for the school year 2019-2020.

____________________________________

Parent / Guardian Signature Date

____________________________________

Superintendent’s Signature Date

REQUEST __________ APPROVED __________ DENIED
Please complete and return with application information.

I, ________________________________, understand and will be responsible for any financial obligations related to the education of __________________________________________.

____________________________________
Student Name

This is inclusive of book rental, classroom fees and tuition due to Lebanon Community School Corporation.

____________________________________
Parent / Guardian signature

____________________________
Date

Dr. Jon A. Milleman
Superintendent

Diane Lee Scott
Director of Curriculum

Kari K. Ottinger
Director of Assessment

Charles L. Tait
Assistant Superintendent

Chad Martin
Director of Operations & Resources
Please complete and return with application information.

I, ____________________________, will be responsible for Parent / Guardian transportation to and from school for _____________________________.

Student Name

________________________________________________________________________

Parent / Guardian signature

Date

Dr. Jon A. Milleman
Superintendent

Diane Lee Scott
Director of Curriculum

Kari K. Ottinger
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Assistant Superintendent

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