



**Administration Center
Office of the Superintendent**

1810 North Grant Street
Lebanon, IN 46052
Phone: 765-482-0380
Fax: 765-483-3053
www.leb.k12.in.us

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 2021-2022 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 your 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 the 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 2021 for first semester and February 2022 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 2021, February 2022) no tuition will be charged.

Dr. Jon A. Milleman
Superintendent

Charles L. Tait
Assistant Superintendent

Diane Lee Scott
Director of Curriculum

Kari K. Ottinger
Director of Assessment

Chad Martin
Director of Operations & Resources



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- 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

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I _____ request permission for
Parent / Guardian

_____ to attend Lebanon Community School
Student Name

Corporation for the 2021-2022 school year. I understand that I am responsible for any financial obligations to include book rental, classroom fees, and tuition (if applicable) due to Lebanon Community School Corporation. I also understand that I am responsible for transportation to and from school.

Parent / Guardian Signature

Date

Superintendent's Signature

Date

REQUEST _____ APPROVED _____ DENIED _____

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