

## SCHOOL TRANSFER APPLICATION PROCEDURES

Although the Board of Education shall expect the students within each area to attend the school so designated, in-district transfers may be approved if, in the judgment of the elementary school principals and the Superintendent, class size (current class sizes and projected class), staffing, and student groupings are not adversely affected.

Any parent/legal guardian who wishes to enroll a child in a school outside of the attendance area in which the student would otherwise attend may complete a School Transfer Application. Decisions will be based on the best interests of the student and the best use of the resources of this District.

A School Transfer Application shall be made under the following procedures:

1. Parent/Legal Guardian completes the School Transfer Application. The application and procedures can be found on the district website [www.clawsonschools.org](http://www.clawsonschools.org)
2. Parent/Legal Guardian submits the completed application to the Central Enrollment Office located within the administration building. Completed applications can be faxed to (248) 655-4433 or e-mailed to [jill.lapine@clawsonschools.org](mailto:jill.lapine@clawsonschools.org)
3. Parent/Legal Guardian must meet with the principal of the attendance area school to discuss the request to transfer elementary schools.

**Kenwood Elementary (248) 655-3838**

**Schalm Elementary (248) 655-4949**

4. Decision regarding the School Transfer Application will not be made until the elementary school building principal, and the Superintendent confer.
5. A decision will be made in a timely manner.
6. Upon approval of a School Transfer Application, the student will be permitted to remain at the newly approved school for subsequent school years without reapplication unless it is necessary to make adjustments due to such factors as class size guidelines, staffing, student groupings, discipline infractions, or other contingencies.
7. A student's teacher assignment in the new school will be the responsibility of the principal.
8. Transportation to and from the new school will be the responsibility of the parent or legal guardian.
9. In evaluating a transfer application, the Superintendent will positively consider an application for a student who has a sibling who was previously approved for transfer and is currently attending the same school. Parent/Legal Guardian must apply for each child individually.
10. The Superintendent shall establish appeal procedures to review any requests for transfers that have been denied. The Superintendent shall appoint an administrative committee to hear such cases. The final decision for appeal rests with the committee.

## SCHOOL TRANSFER APPLICATION

Transfer Request is for: ☐ Current School Year ☐ Next School Year Is Student currently enrolled? ☐ Yes ☐ No

Child's Name: \_\_\_\_\_ Current Grade \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Attendance area school: \_\_\_\_\_ Requested school: \_\_\_\_\_

Are any siblings in the requested school? ☐ Yes ☐ No If so, Grade(s) \_\_\_\_\_

Has a need for special education / 504 support been identified for the student? ☐ Yes ☐ No

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The Parent/Legal Guardian must meet with the building principal to discuss a request to transfer prior to a decision.

Date of meeting: \_\_\_\_\_

Principal's signature: \_\_\_\_\_

☐ Pursuant to this request, I understand that I will be responsible for transporting my child to and from school.

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☐ Request Approved

☐ Request Denied

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date