ROSEVILLE COMMUNITY SCHOOLS
STUDENT INTRA-DISTRICT SCHOOL TRANSFER APPLICATION

This is an application for a pupil to attend a Roseville school in an attendance area different from the area in which he/she has been assigned. It should be mailed by the parent to: Child Accounting Office, Roseville Community Schools, 18975 Church Street, Roseville, MI 48066.

PLEASE PRINT: Name of Pupil	Present School	Present Grade	Birth Date
Pupil Now Resides At (Address)	Phone	School Area Where Parents Now Reside	

Permission is requested for the above-name student to attend:
Name of School_____ For School Year: _____ Grade:_____
Reason:

- ☐ convenience for child care
- ☐ moved—wish to remain at current school
- ☐ siblings already attend school
- ☐ smaller classroom setting
- ☐ dissatisfaction with current school
- ☐ other

DOES YOUR CHILD RECEIVE SPECIAL EDUCATION SERVICES? YES ☐ NO ☐

REQUESTS MUST BE SUBMITTED TO THE CHILD ACCOUNTING OFFICE. A response will be provided to the parent or guardian within two weeks of request. Transfers are only permitted to take place at the beginning of a card marking. A transfer request will be denied if it causes an overload in the grade or program, or for student attendance and discipline issues.

I UNDERSTAND AND WILL ABIDE BY THE FOLLOWING POLICIES IF REQUEST IS GRANTED:

1. **If the student is not a good citizen or develops a poor attendance record, he/she may be transferred back to the home school after the end of the school year.**
2. **Transportation of the student to and from school is the responsibility of the parent or guardian.**
3. **A request must be submitted two consecutive school years if the continuance of the transfer is desired. After approved for two years, that school will become the student's permanent school.**

Signed _____ **Date** _____
(Parent or Guardian)
Home Address _____ **Phone (H)** _____
(W) _____

(THIS SPACE FOR CHILD ACCOUNTING OFFICE)

Received in the Child Accounting Office _____ _____
Number

After review of the facts, the request is: ☐ Approved ☐ Denied

Comments _____

Approval granted for attendance at _____ School.

_____
Principal Approval

Signed _____
Child Accounting Office
(586) 445-5510

Revised: March 2014