

# Okemos Public Schools

## Elementary (K-4) In-District Transfer Request Form

If you are interested in having your child attend an Okemos K-4 elementary other than your home school, you must **complete this form and return it to the current school principal's office no later than April 24 prior to the beginning of the school year or prior to a change in residence within the district during the school year.**

1. In-district transfers are granted based on class size criteria at both the receiving school and the home school. (Board Policy and Regulations 5117.2)
2. In the event that the number of in-district transfer applicants exceeds the number of vacancies at a school, the superintendent and building principal will conduct a random drawing of those requests to determine which applicants will fill the existing vacancies.
3. Once the school year has begun, in-district transfers will not be approved except in extenuating circumstances as approved by the Superintendent.
4. If after one or more full school years you wish to have your child(ren) return to the original home school, you must communicate, in writing, your intent to the building principal by May 6 of the preceding school year.
5. You will receive a letter, in late May or early June, stating what action was taken in regards to your request. Please keep in mind that you will be responsible for transporting your child if you choose to participate in in-district transfer to a school other than your home school.
6. If your request is approved, you must then make an appointment with the school your child will be attending to complete enrollment papers. If your request is denied, it will be reconsidered in August, prior to the start of the school year.
7. You will have one week, from receiving approval, to notify the school that you are no longer interested in transferring; otherwise, in-district transfers are in effect the full school year.

Student Name \_\_\_\_\_ Home School \_\_\_\_\_

Parent Name \_\_\_\_\_

Requested School \_\_\_\_\_ Grade \_\_\_\_\_ School Year \_\_\_\_\_

Your Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

\_\_\_\_\_  
Sending School Principal's signature

\_\_\_\_\_  
Receiving School Principal's signature

***Please submit this form to the current school office no later than April 24***

Approved     Denied    Reason \_\_\_\_\_

Copies to:    Receiving School    Home School    Parents