

**TRENTON PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT
2603 CHARLTON ROAD
TRENTON, MICHIGAN 48183
(734) 676-8600**

**ELEMENTARY IN-DISTRICT BUILDING TRANSFER PROGRAM
APPLICATION**

I, the PARENT/GUARDIAN, request the placement of:

NAME OF STUDENT: _____

ADDRESS: _____

TELEPHONE: (DAY) _____ (EVENING) _____

EMAIL ADDRESS: _____

in the _____ Elementary School.

I, the PARENT/GUARDIAN, have reviewed the conditions for participation in the In-District Building Transfer Program and will be responsible for providing transportation for my child/children to and from the school requested.

Name of Parent/Guardian: _____
(Please Print)

_____ Date _____ Signature of PARENT/GUARDIAN



PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. Name of school the student presently attends or would normally attend
_____ Grade _____
(Current School Year)

2. The reason(s) for the requested placement: _____

. . . continued

NOTE: The Trenton Public Schools will provide information regarding the Elementary In-District Building Transfer Program and offer counseling to parents/guardians upon their request. Such requests are to be directed to the Superintendent or a designee at (734) 676-8600.

**PLEASE REVIEW AND NOTE THE FOLLOWING CONDITIONS FOR THE
IN-DISTRICT BUILDING TRANSFER PROGRAM:**

The administrative decision regarding the request to transfer a child will be sent, in writing, to the parent/guardian by **July 15**. The decision will be based on the following considerations:

- (A) Under no circumstances will a student attending his/her neighborhood school be required to transfer in order to accommodate another student requesting to attend that school.
- (B) Of primary concern is the student to teacher ratio of the requested school and grade. This ratio is considered critical to the educational program and the policies of the Trenton Board of Education will be strictly adhered to. In the event the requests for a particular grade level in a particular school exceed the number of openings, issues of equity and racial/ethnic integration will be considered and thereafter, a random drawing will be held to determine which students will be permitted to attend the requested school.**
- (C) Students with siblings already attending the requested school shall be given priority in the elementary in-district building transfer process.
- (D) Once a student has been granted attendance at the requested school of choice, continued attendance will be permitted unless such attendance creates an imbalance in student to teacher ratios between buildings. Should a student to teacher imbalance occur, students who have been granted attendance transfers will be re-assigned at the conclusion of the current semester. The first students to be re-assigned will be those individuals with the most recent choice approvals granted. All children from the same family will utilize the date of the first sibling transferred. It is the intent that the individual last granted a choice transfer would be the first to be re-assigned. Families will be maintained in a single school whenever possible.**
- (E) For those students electing to attend an elementary school other than the one in his/her attendance area, transportation will not be provided. It is the responsibility of the student's parent/guardian to transport the student to the school requested.

THIS FORM, FULLY COMPLETED, MUST BE SUBMITTED TO THE OFFICE OF THE SUPERINTENDENT OF SCHOOLS, 2603 CHARLTON ROAD, TRENTON, MICHIGAN 48183, NO LATER THAN **JUNE 15TH**.

rjm
6/20/2018