

In-District Student Open Enrollment/Transfer Request Form

Student name _____ Effective date requested _____

Address _____ Zip _____ Phone _____

School currently attending _____ Grade _____

School scheduled to attend next year _____ Grade _____

School to which transfer is requested _____ Grade _____

Reason for transfer request _____

I recognize that transfers are granted under Board of Education Policy 2001 and certify that the following conditions apply:

1. Approval of transfer is contingent upon staff and facilities.
2. Once approved and short of a major shift in student population within the district, a transfer will remain in effect as long as the student is eligible to attend the requested school. Requests to rescind open enrollment status must be made directly to the Deputy Superintendent.
3. Students who transfer between high schools will be ineligible for athletic competition according to Michigan High School Athletic Association regulations.
4. See reverse side of this form for full regulations governing student transfers.

My signature indicates that I have read and agreed to the conditions listed above and the regulations listed on the reverse side of this form.

 Date

 Parent/Guardian Signature

I am aware of this application for transfer

 Sending Building Principal

_____ Approved _____ Not approved

 Receiving Building Principal

_____ Approved _____ Not approved

 Deputy Superintendent or Designee

Request for Student Transfer Regulations

- A. In general, students shall attend the school serving the attendance area in which they live. Students may request a transfer from one attendance area to another in order to exercise some freedom of educational choice. Such transfers may be granted only when:
1. Staff and facilities of the receiving building can accommodate the additional student assignment.
 2. The student (or parent) is not requesting transfer to avoid meeting legitimate academic or conduct requirements.
 3. All minor students have parental approval.
- B. Exception to the regulation: Open enrollment preference to the current school will be granted to families residing in redistricted attendance areas.
- C. Requests received prior to March 18th for the succeeding year will, generally, be approved at the time of application (subject to determination of staff and facilities of the receiving building,) as stated above. Requests received after March 18th may be placed on a waiting list. (Sibling preference shall not be a determining factor for open enrollment approval or wait list placement.)
- D. Once approved and short of a major shift in student population within the District, a transfer will remain in effect as long as the student is eligible to attend the requested school. Requests to rescind open enrollment status must be made directly to the Deputy Superintendent.
- E. Should it be necessary to condition a request for transfer for one year only, this will be known to the parent at the time of the initial application.
- F. Students whose residence within the District changes from one attendance area to another during the school year may complete the year at the school they are currently attending and will be granted open enrollment to continue in their originally enrolled school until completion (i.e. completion of 5th grade for elementary school, 8th grade for middle school and 12th grade for high school) provided "Request for Student Transfer" form is submitted.
- G. High school students shall be provided the opportunity to open enroll to their school of choice, Groves or Seaholm, when entering high school (9th grade) or when first enrolling in the Birmingham Public Schools at the high school level. "Request for Student Transfer" form must be submitted. Open enrollment requests after the 9th grade or after initial enrollment in the District will only be granted by the Deputy Superintendent. Requests to rescind open enrollment status must be made directly to the Deputy Superintendent.
- H. Where there is documentation of disruptive behavior or pending disciplinary action, such student may be transferred on a temporary basis. If such behavior persists, the transfer may be rescinded.
- I. In case of conflict, the Deputy Superintendent may transfer a student from one attendance area to another when it is deemed to be in the best interest of the student involved.
- J. Open enrollment students may request the use of established bus stops and routing. Requests are granted on a space available basis.
- K. All applications for transfer must use the "Request for Student Transfer" form. This form may be obtained on the school district website or from any school office in the school district. The parent should complete the appropriate sections of the form and secure the permission of the receiving building principal before the request for transfer is forwarded to the Deputy Superintendent.
- L. Special education students are assigned by IEP progress to the building where their program is to be delivered. Under mandatory special education law, the District is obligated to transport these students wherever they are assigned.
- M. Students who transfer between high schools will be ineligible for athletic competition according to MHSAA regulations.