



Avondale School District In-District Transfer Information

Avondale School District offers district residents the opportunity to transfer to an elementary school outside their attendance area. This request can only be granted if there is space available at the requested elementary school. In order to support the District's goal of excellence and equity for all students, the granting of transfer requests is balanced with the need to provide an equitable and appropriate enrollment in all of our schools.

- For the 2020-2021 school year, the In-District transfer request must be received by the enrollment office no later than Thursday, May 7, 2020. A transfer meeting will be held with the elementary school principals and the Superintendent to determine school placement. If the number of transfer requests exceeds the available openings at any building, a lottery will be held for placement. Parents will be notified of placement by Thursday, June 18, 2020. The remaining applications will be placed on hold and will be considered at a second transfer meeting at the end of August, where class sizes will once again be reviewed.
- Parents of transfer students (transferring to a school that is not in their home school attendance area) are responsible for transportation to and from school. The District has the right to revoke a transfer if the student is excessively late for school or late being picked up from school.
- Once a student transfer request has been approved, the student can remain at that elementary school until promoting to Avondale Middle School. Parents can revoke the transfer request and return their students to their home school *provided that space is available*.

Please see the attached form to apply for an In-District Transfer for your child



2020-2021 ELEMENTARY
IN-DISTRICT TRANSFER APPLICATION

Students who are new to Avondale School District must be enrolled at their home school before an application for elementary transfer will be accepted for consideration.*

Student's Full Name _____ 2020-2021 GRADE _____

Student's Home School _____

School Name: Transfer Choice _____

Reason for Transfer Request _____

Parent(s)/Guardian(s) Name _____

Home Phone _____ Work Phone _____

Email address where questions/notification can be forwarded _____

Every effort will be made to accommodate your transfer request; however, classroom sizes must also be considered. Please return this form, by the due date stated below, to the Enrollment Office, Avondale School District, 2940 Waukegan, Auburn Hills, MI 48326.

New Transfer Requests are due by Thursday, May 7, 2020. Parents who submit new transfer requests will be notified by Thursday, June 18, 2020.

IMPORTANT NOTICE: PLEASE READ BEFORE SIGNING BELOW:

My signature below indicates my agreement with the following statements:

- I understand that I must annually report my desire for the continued enrollment of my student in this placement.
If the district is able to approve the requested transfer, I understand that I am responsible for transporting my child to/from school, and that if an absentee and/or tardiness problem arises, as determined by the building principal, my child will have to return to our home school where transportation services are available.

Parent(s)/Guardian(s) Signature _____

Date _____

*Home School Principal Signature (Required for all new enrollee transfer requests.) _____

Date _____

FOR OFFICE USE ONLY

___ Request approved (Please contact school to confirm registration)

___ Unable to fill request because classes are full

___ Other _____

Superintendent/Designee _____ Date _____