



In-District Transfer Request

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.

- In District transfer applications are reviewed for the following three reasons:
 - Sibling Enrollment
 - Transportation Requirements
 - Child Care Requirements
- For the 2022-2023 school year, the In-District Transfer Request form must be received by the enrollment office no later than Friday, May 6, 2022. 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 16, 2022. 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



2022-2023 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 _____ 2022-2023 Grade _____

Student's Home School _____ School Name: Transfer Choice _____

In-District Transfer applications are accepted based on the three reasons listed below only.

Reason for Transfer Request

- ☐ One or more siblings are currently enrolled at the transfer school - List Sibling(s): _____
- ☐ Transportation Reasons - Please Describe: _____
- ☐ Child Care Reasons - Please Describe: _____

Parent(s)/Guardian(s) Name(s) _____

Phone Number _____

Email address where questions/notification can be forwarded _____

Applications and classroom capacity will be reviewed. Please return this form, by the due date stated below, to the **Enrollment Office, Avondale School District, 2940 Waukegan, Auburn Hills, MI 48326**. If you have questions regarding this process, please call Leta Brennan in the Enrollment Office at 248-537-6039 or Maryanne Munroe, Assistant Superintendent of Student Services at 248-537-6015.

New Transfer Requests are due by Friday, May 6, 2022. Parents who submit new transfer requests will be notified by Friday, June 17, 2022.

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) ___ Request not approved _____

Superintendent/Designee _____ Date _____