

Hudsonville Public Schools
2016-2017
In-District Transfer Procedures

1. Students shall attend the building serving the attendance area in which they live. However, the parent(s) may request an in-district transfer at the elementary and/or middle school levels from one attendance area to another. Transfers may be granted under the following conditions:
 - a. The parent is not making the request in order to avoid meeting legitimate academic or conduct requirements for their student.
 - b. The staffing and building facilities can accommodate the transfer. Openings will be determined by grade level allowing open positions for move-in students. Some requests may be denied due to overall building capacity.
 - c. The receiving principal and other appropriate administrative personnel as required approve the request.
 - d. Where there is documentation of disruptive behavior or pending disciplinary action, such students will be transferred on a temporary basis (with the transfer being rescinded if such behavior persists).
2. Parents are responsible for transporting students to the school requested or to an existing bus stop within that building's attendance area. Students are expected to be on time for the start of school and picked up when school has ended.
3. Current approved in-district transfer requests will become null and void due to redistricting. Parents will need to re-apply if they would like their child to remain at the building they have previously been approved to attend.
4. Open enrollment for in-district transfers for the 2016-2017 school year will be February 1-29, 2016. A drawing will be held for available openings, based on the criteria in item #1b and priorities outlined in #5 on March 16, 2016. Parents will be notified after the drawing if their student(s) will be accepted into their desired elementary or middle school.
5. In-district transfers will be considered according to the following priorities in this order:
 - I. Students currently enrolled in the building requested:
 1. Hudsonville Public Schools resident students
 2. Non-resident students
 - II. Student not currently enrolled in the building requested:
 1. Hudsonville Public Schools resident students
 2. Non-resident students
6. In-district transfers, once approved, will remain in effect unless a major shift in student population or redistricting occurs.