

**2016-2017  
HUDSONVILLE PUBLIC SCHOOLS  
REQUEST FOR IN-DISTRICT BUILDING TRANSFER**

Student's Name \_\_\_\_\_

Street \_\_\_\_\_ City/Zip \_\_\_\_\_ Grade Requested \_\_\_\_\_

Attendance Area Building \_\_\_\_\_ Building to Which Transfer is Requested \_\_\_\_\_

Reason for Transfer Request \_\_\_\_\_

Request Effective Date \_\_\_\_\_

1. I recognize that transfers are granted under Board of Education Policy when the following conditions apply:
  - 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or pending disciplinary action, such students will be transferred on a temporary basis (with the transfer being rescinded if such behavior persists).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. The request applies only to the student listed on this form, not other family members.
3. In-district transfers, once approved, will remain in effect unless a major shift in student population or redistricting occurs.
4. Please note if request is made to building outside of attendance area-  
**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.**

My signature indicates that I have read and agreed to the conditions listed above.

Date	Phone	Parent or Guardian Signature
Approved	Not Approved	_____
		Sending Building Principal
Approved	Not Approved	_____
		Receiving Building Principal
Approved	Not Approved	_____
		Superintendent

Completed transfer request may be submitted to one of the following locations:

- Administrative Building, 3886 Van Buren Street, Hudsonville, MI 49426
- Administrative assistant of the requested building
- Email: rvandenb@hpseagles.net
- Fax: 616-669-4878