

**IMPORTANT PARENT INFORMATION
REGARDING STUDENT TRANSFER REQUESTS**

Dear Parent(s) or Guardian(s),

It is usually best for a student to attend his/her home school because of factors such as safety of travel, friends, and involvement in school activities. In unusual or unique circumstances, permission may be granted to parents to enroll their children in schools outside of their attendance areas.

If you plan to request a transfer to a school other than the one your son or daughter is assigned to, you will need to submit a student transfer application as soon as possible, prior to the year for which the transfer is requested.

It is not necessary to resubmit this form or to make any other request to continue the transfer once it has been approved. The district will assume, unless otherwise notified, that the student will remain at the requested school for future years. **You will need, however, to submit another transfer request if you wish your student to attend a different upper elementary, middle, or high school other than his or her home school.**

Important conditions to be aware of when requesting a transfer:

1. A transfer request does not mean that a transfer will be automatic.
2. If your transfer is approved, you will be responsible for transportation. Bus transportation is not available to transfer students. In addition, due to limited parking space, parking permits for students at the high schools are not guaranteed for transfer students.
3. Serious consideration of this matter should be made prior to your request, as it indicates a commitment to have your student remain at the chosen school throughout his/her elementary, upper elementary, middle, or high school experience.
4. Please note that students must meet Michigan High School Athletic Association (MHSAA) requirements to participate in athletics. MHSAA has a transfer rule which may apply to your student. Please check with your high school athletic administrator to see if your student's eligibility will be impacted. Per MHSAA guidelines, please keep in mind that all students transferring to different high schools for reasons other than changing residence could possibly lose one semester of athletic eligibility.
5. The scheduling of classes for transfer students into specific courses may be limited by availability. An approved transfer does not guarantee a seat in accelerated, advanced placement, or elective courses.

If you have any further questions regarding this matter, please contact my office at 734-744-2501 or speak with your building administrator.

Sincerely,
Keith McDonald,
Director of Human Resources

LIVONIA PUBLIC SCHOOLS

Administrator of Employment Services

734-744-2501

K-12 TRANSFER APPLICATION

Student's Name: _____ M F
(Please print)

Address: _____ City/Zip Code: _____

Telephone Number(s) Home/Cell: _____ Work: _____

Requested start date _____ Grade at start of transfer _____

School Presently Attending or Last Attended: _____

Home School: _____

Choice School: _____

Reason for Transfer Request:

Sibling(s) already attending Choice School: Yes No

Is this a continuation in attending Choice School: Yes No

Sibling Name(s): _____

If this transfer is approved, I understand I am responsible for transportation of my son/daughter to and from school. Bus service is not provided for transfer students and parking permits are not guaranteed.

Parent Name (Please print)

Parent Signature

Please return this application to:
Employment Services Office
15125 Farmington Road
Livonia, Michigan 48154
Fax: 734-744-2570

Response from Employment Services Office
____ REQUEST IS APPROVED _____ REQUEST IS DENIED

Director of Human Resources

Date