



**STUDENT IN DISTRICT TRANSFER REQUEST FORM  
Z-QUEST REQUEST FORM  
SPANISH IMMERSION REQUEST FORM  
2018-19 School Year**

**THIS FORM IS NOT REQUIRED ANNUALLY; IT IS REQUIRED FOR NEW TRANSFER REQUESTS AND TRANSITION YEARS ONLY (5<sup>th</sup> to 6<sup>th</sup>, 8<sup>th</sup> to 9<sup>th</sup>)**

Student's Name \_\_\_\_\_ Current School & Grade \_\_\_\_\_ Requested Grade \_\_\_\_\_

School attendance area you live in \_\_\_\_\_ Requested School \_\_\_\_\_

Do you have other children currently attending *requested* school?  No  Yes If yes, Name \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_ email \_\_\_\_\_

**PLEASE INDICATE YOUR TRANSFER SITUATION**

\_\_\_\_ I have an incoming kindergartner and would like him/her to attend a school not assigned to our boundary.

\_\_\_\_ I have a currently enrolled student and would like him/her to attend a school not assigned to our boundary.

\_\_\_\_ I have recently moved to a different attendance area in the district and would like my child to remain at the school he/she has been attending.

\_\_\_\_ I have a currently enrolled 5<sup>th</sup> or 8<sup>th</sup> grader and want him/her to attend a middle/high school not assigned to our boundary.

\_\_\_\_ I live in the district, my child is not currently enrolled, but would like him/her to attend a school not assigned to our boundary.

\_\_\_\_ ZQuest

\_\_\_\_ Spanish Immersion

Any additional information you would like us to know? \_\_\_\_\_

**Applications for transfer for the 2018-19 school year will be accepted from February 1 through April 6, 2018. Students who apply for transfer during the designated time frame shall be notified as soon as possible.**

I have read the transfer policy in full and understand and accept the terms of this policy.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form **no later than April 6, 2018** to:

Zeeland Public Schools  
Attention: Mary Miilu  
183 W. Roosevelt  
Zeeland, MI 49464  
Email: [mmiilu@zps.org](mailto:mmiilu@zps.org)  
Fax: 616-748-3035

**ZEELAND PUBLIC SCHOOLS STUDENT TRANSFER POLICY  
(IN-DISTRICT SCHOOL OF CHOICE)**

**Requests for student transfer may be granted pursuant to Board policy.**

**A. Formula:**

1. All student applications for transfer will be considered when the staffing, class size, building capacity, and growth projections can accommodate the transfer.
2. The effective date of the transfer is for the beginning of the next school year.
3. No transfers will be granted which results in exceeding the maximum class size, as established in the district's negotiated contract.

**B. Transportation:**

When possible, transportation arrangements will be scheduled to accommodate schools starting and ending times. Approval for arrangements for such transportation will be communicated to the parent/guardian prior to the beginning of the school year. The transportation of transfer students may include longer than normal school bus rides, shuttle arrangements including more than one school bus, and other necessary provisions.

**C. Application:**

1. The forms for transfer requests will be available on the district website or in each building main office.
2. In reference to the 2018-19 school year, the deadline date for application will be April 6, 2018.
3. Students enrolled from outside the school district after April 6, 2018, or who moved from one enrollment district to another within the school district after April 6, 2018 will be accepted on an availability basis at the time of enrollment.

**D. Placement:**

The placement process for transfers will be implemented in such a way as to guarantee fair and impartial placement of students.

**If room is available, all requests will be honored with the following exceptions:**

1. The student has not complied with the district's attendance policy.
2. The student has not exhibited exemplary conduct.
3. The student has not maintained the academic average for promotion to the next grade level.
4. In case more student transfers are requested than spaces are available at a particular school building and grade level, students will be selected at random. The random selection process will be conducted in such a way as to ensure equal access to selection for all student applicants and will be held in public.
5. A student receiving an approved transfer will be guaranteed enrollment for the entire year and may attend in succeeding years until the student moves to a new building (from elementary to middle; from middle school to high school) unless:
  - i. The student's attendance causes class size to rise above the desirable contractual level.
  - ii. The student has demonstrated poor attendance and/or recurring code of conduct violations.
  - iii. The student is not making satisfactory academic progress.
6. In-district transfer requests will be considered prior to out of district school of choice requests.

**E. Exceptions: Two exceptions to random selection process will be allowed.**

1. If the student who has applied for a transfer has a sibling at the school requested who will be enrolled at that school in the school year for which the application is made, the student applicant will be placed at the requested school before other student applicants will be considered for placement.
2. If more requests for a transfer under the sibling selection process exist than positions are available according to the formula, a random selection process will take place between the student applicants.

**F. Notification:**

1. If a student is selected for a transfer, the parents of the student will be notified of this placement as soon as possible and will be required to accept or reject such placement in one week's time.
2. All transfer requests will be given a choice position or a numerical, sequential, alternate position. If a position becomes open, the first alternate sequential candidate will be notified of the availability of the open choice position. The decision requires an immediate response. If rejected, the second alternate sequential candidate will be notified, etc.
3. If a student is denied a transfer because of a lack of placement openings, the parents of that student will be notified that the student will remain in the school of the enrollment district according to the student's residence. In such cases, no waiting list will be maintained for future year applications.
4. Once a notification is made, the student will not be eligible for transfer prior to or during that school year even if the request shall become available for any reason.

**G. Positions:**

All transfer requests will be specific for elementary, middle school, and high school grade levels only and shall expressly not be teacher specific in nature or for athletic/extracurricular reasons. Should a student be placed in a school according to this policy, the principal of the receiving school will have sole authority for the placing of that student in a specific classroom section.

**H. Administration:**

Superintendent of schools or designees shall have the responsibility to administer this transfer policy. Any disputes concerning this policy or rulings regarding matters affecting schools of choice not directly addressed by this policy shall be resolved by the superintendent of schools or designee.

**I. Advocacy:**

A parent advocate will be appointed from the present schools of choice committee to support the administration and parents in this procedure, both in information about the transfer policy as well as detailing specific concerns voiced.

**K. Athletic Eligibility:**

Ninth (9th) grade transfer students will be eligible for athletics. All other high school transfer students will NOT be eligible for athletics for one semester per MHSAA guidelines.