



Grand Rapids Public Schools – Transfer Form
(Only one transfer request per school year)

SCHOOL YEAR: _____

STUDENT NUMBER: _____

STUDENT INFORMATION

Student Name:		Grade Applying To:
Home Address:		City/State/Zip:
Date of Birth:	Age:	Gender:

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name:	Relationship to Student:
Parent Email Address:	
Home Phone Number:	Cell Phone Number:

SCHOOL INFORMATION

School Currently Attending:	Reason for Leaving:
Neighborhood Area School:	Requested School:

DOES STUDENT RECEIVE ANY SPECIAL EDUCATION SERVICES? YES _____ NO _____

DOES STUDENT RECEIVE ANY 504 PLAN SERVICES? YES _____ NO _____

Dear Parent/guardian and School Administrator:

1. A transfer may be **revoked** for violation of school rules of conduct and attendance. The district reserves the right to approve transfer revocations.
2. **Any incomplete, inaccurate, or false statements may invalidate this transfer.**
3. **Transportation of a student on an approved individual transfer is NOT provided by the Board of Education. Please do not refer to the Office of Community and Student Services or Transportation.** This includes Special Education and Bilingual students, out of the attendance area (non-program based).
4. **High School Students:** All high school student *athletes* who request a transfer from one high school to another within the GRPS District must check with the Principal or Athletic Director to make sure of athletic eligibility. **You may not automatically be eligible. See MHSAA Code of Conduct.**
5. Transfer request **solely** for athletic reasons will be in violation of MHSAA Code. **Once detected the transfer will be terminated immediately.**

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

BUILDING RECOMMENDATION

THE ABOVE TRANSFER HAS BEEN:
 _____ **Approved**
 _____ **Denied – Reason(s) for Denial:** _____

ADMINISTRATOR NAME: _____ **DATE:** _____

COMMUNITY & STUDENT SERVICES

_____ **Approved** _____ **Denied** _____ **Revoked**

CSS ADMINISTRATOR SIGNATURE: _____ **DATE:** _____