



Forest Hills Public Schools IN-DISTRICT TRANSFER REQUEST APPLICATION

Procedure: Any student/parent/guardian who is a resident of Forest Hills and would like to request a transfer from the school in his/her attendance area, to a different school in the district, needs to:

1. Complete the In-District Transfer Request Application to begin the process. Applications are only accepted from November 1 - November 30 for current school year and May 1 – May 25 for the following year.
2. Approval of a request to transfer is based on space and services available in the requested school.
3. Requests for transfer may not be related to participation in athletics. Students who transfer between high schools after the start of ninth grade, must comply with MHSAA guidelines.
4. **If a request to transfer is approved, parents agree to provide transportation.**
5. Schools of Choice students are NOT eligible for in-district transfers. Specific programs that the District provides that are in addition to what is required by law, do not have to be made available to students that live outside of the attendance area or who have been enrolled under the District's schools of choice program (e.g., Chinese Immersion program, Spanish Immersion program, environmental school).
6. **Only one IDT application per student (per enrollment at Forest Hills Public Schools).**

Please print legibly.

Effective in School Year:

Student name (Last, First, MI):		Birth date:	Current grade level:
Parent(s)/Guardian(s) name:		Check your elementary attendance area?	
Street address:		<input type="checkbox"/> Ada	<input type="checkbox"/> Orchard View
City/State/Zip:		<input type="checkbox"/> Collins	<input type="checkbox"/> Pine Ridge
Phone:		<input type="checkbox"/> Knapp Forest	<input type="checkbox"/> Thornapple
Email:		<input type="checkbox"/> Meadow Brook	
Parent(s)/Guardian(s) signature:		School currently attending or assigned to:	
		School requested:	
		Date:	
Siblings who attend FHPS? Building?			

Applicant will be notified of the transfer decision. Should you have any questions, please contact your building principal.

District Use Only:

Is this an immediate transfer? Y N **First semester?** Y N **Second semester?** Y N

Date of meeting with In-District Transfer Committee: _____

Committee recommendation: Approved _____ Denied _____ Date: _____

Assistant Superintendent of Human Resources Date Approved _____ Denied _____

