



In-District Transfer Program Application

The Battle Creek Public School district is excited to offer the In-District Transfer Program, which offers families with students in kindergarten through 8th grade an opportunity to move their child to another school within the district for one school year. Not all schools/programs are available for In-district transfer.

Please note that applications for the **2022-2023** school year should be submitted to Office of Student Services and must be received on or before September 9, 2022.

Student Name: _____ Grade level (2022-23): _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Address: _____

Parent/Legal Guardian's telephone number: _____

2020-21 School the student attended: _____

Student's "home" school (assigned by address): _____

2022-23 In-District Transfer requested school: Ann J Kellogg Dudley Lamora

Post-Franklin Valley View Verona Northwestern MS Springfield MS

Would siblings be attending this transfer school? No Yes

If yes, please list the siblings who would be attending this transfer school:

Parent/Legal Guardian's Signature: _____ Date: _____

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Student number: _____ Admin signature: _____

Date: _____

Parent notified: _____ By Whom: _____

Approved: _____ Denied: _____ Waitlist: _____

(date)

(date)

(date)

(SEE REVERSE)



Program Limitations and Restrictions

- The In-District Transfer Program is only available for students in kindergarten through 8th grade, with limited availability in classrooms for grades 6-8.
- Not all schools/programs are eligible for In-District transfer requests.
- In-District Transfer students are not eligible for district school bus transportation.
- In-District Transfer students may be returned to their “home” school or moved to a different classroom should their new classroom become overcrowded during the first quarter of the school year, or if the student’s behavior or inconsistent attendance is disruptive to the learning environment.
- In-District Transfer is an annual program and families may apply each year to enroll their students in a school other than their “home” school.

Application Review Process

- Preference for placement will be given to students who wish to remain in their current transfer school and to siblings of a student already enrolled in the In-District Transfer Program. Past attendance and behavior of students will also be taken into consideration.
- Consideration for approvals of In-District transfer applications will be reviewed on a first come, first serve basis.
- If more students choose a particular school than space allows, a waitlist will be maintained and families will be notified as spaces become available during the first quarter of the school year.