



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 grade 8 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 **2025-2026** school year should be submitted to the Office of Student Services and must be received on or before September 5, 2025.

Student Name: _____ Grade level (2025-26): _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Address: _____

Parent/Legal Guardian's telephone number: _____

2024-25 School the student attended: _____

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

2025-26 In-District Transfer requested school: ☐ Ann J Kellogg ☐ Lamora

☐ Post-Franklin ☐ Valley View ☐ Verona ☐ Northwestern ☐ 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 grade 8, 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.