



## Internal School Transfer Request 2023-24 School Year

The Berkley School District allows parents/guardians to request a transfer to a Berkley school outside of their normal attendance area. Internal transfers may be granted when:

- Staff and facilities of the receiving building can accommodate additional students.
- The parent/guardian of the student is not requesting the transfer to avoid meeting legitimate academic or conduct requirements.

**Please note:**

- Requests for an Internal School Transfer for current students must be received by **February 17, 2023**. You will receive notification of the status of your request by **March 24, 2023**.
- Submitting an Internal School Transfer Request does not guarantee approval.
- If your request is approved, your child **must** remain in the new school for the entire academic year.
- Transportation to the requested school is the sole responsibility of the parent/guardian.

**Please fill in the information below and return the form to your current school's office**

Student \_\_\_\_\_ Grade 2022-23 \_\_\_\_\_

Current School \_\_\_\_\_ Requested School \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

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

Phone Number (Primary) \_\_\_\_\_ Email \_\_\_\_\_

Reason for Request \_\_\_\_\_

Does your child have an active IEP or 504 Plan? ☐ Yes ☐ No

If yes, please explain \_\_\_\_\_

If you have any questions or concerns regarding an Internal Transfer Request, please call the Central enrollment office at 248-8367-8026.

Do not write in this space

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_