



2023-2024 PARENT REQUEST FOR IN-DISTRICT STUDENT TRANSFER

Mail the completed form to:
UCS Student Services
11303 Greendale, Sterling Heights, MI 48312
by **June 30, 2023**

No mid-year or late transfers will be accepted.

Parent/Guardian Information

Parent Name _____ Date _____
Phone Number _____ Parent Email (REQUIRED) _____
Street Address _____
City _____ Zip _____

I am requesting that _____ with Date of Birth: ____/____/____
(Name of student)

attends _____ instead of _____
(Requested School) (Home Attendance School)

For the 2023-2024 school year, my child will be in the _____ grade.

Reason for transfer request:

Sibling attends Requested School Childcare (K-6 only)

Other - Please Explain: _____

Read and Sign below:

If approved, I am responsible for my student's transportation to and from the requested school (no bus service); Transfer students are not allowed to walk to school. All approved transfers are a commitment for the full school year and parents cannot request to be returned to their home school after the school year has begun. If my student's attendance or behavior become a problem, the building Principal has the right to return the student to their home attendance school. My signature indicates that I have read and agree to these conditions.

Parent Signature: _____

----- UCS OFFICE ONLY -----
Director of Student Services Approval: _____ Date: _____

DENIED: ____ Reason:

Future Attendance Pattern: _____