



TRANSFERS DUE BY April 1, 2021

Utica Community Schools

Pupil Services Department (586) 797-1120
11303 Greendale, Sterling Heights MI 48312

PARENT REQUEST FOR IN-DISTRICT STUDENT TRANSFER

1. Parent completes the information below (one form per student). **You must reside in the UCS district to request a transfer; Schools of Choice families are not eligible.**
2. Email the completed form to pupilservices@uticak12.org no later than April 1. Any transfer received after the due date, may not be accepted.
3. The Director of Pupil Services will review, and **parents will receive email notification by May 1.**

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 2021-2022 school year, my child will be in the _____ grade.

Reason for transfer request:

Sibling attends Requested School

Childcare is provided near Requested School

Other - Please Explain: _____

Parent Signature: _____

If approved, I am responsible for my student's transportation to and from the requested school. I am aware that if my student's attendance or behavior become a problem, they may be asked to return to their home attendance school. Junior High/High School student transfers only, see Athletic Director for MHSAA Athletic Eligibility. My signature above indicates that I have read and agree to these conditions.

or return by email to pupilservices@uticak12.org

----- UCS OFFICE ONLY -----

Director of Pupil Services Approval: _____ Date: _____

DENIED: ____ Reason: _____

Future Attendance Pattern: _____