



ELEMENTARY TRANSFER GUIDELINES

1. Parents/guardians may request a transfer from one elementary school attendance area to another for their enrolled child in order to exercise some freedom of educational choice. Such transfers may be granted only when:
 - a. Staff and facilities of the receiving building can accommodate additional students.
 - b. The Parent/guardian of the student is not requesting the transfer to avoid meeting legitimate academic or conduct requirements.
2. An Elementary Transfer, once granted, will remain in effect for the school year and continue into the following school year(s), unless the parent/guardian, or the school takes formal action to rescind the transfer, or the student or the family moves outside of Royal Oak Schools, or the student ceases to be eligible to attend Royal Oak Schools.
3. Preference will be given to students who currently attend the receiving building, but whose families have moved to another Royal Oak elementary attendance area.
4. All applications for Elementary Transfer must use the Elementary Transfer Application form. This form may be obtained from the District website or the Administration Building at 1123 Lexington Blvd, Royal Oak. The parent/guardian must complete the appropriate sections of the form and return it to the Centralized Enrollment Office at the Administration Building.
5. Upon receipt of a completed Elementary Transfer Application form, the Centralized Enrollment Office, will notify the principal of the school. The building principal shall provide written notice of acceptance of Elementary Transfer to the parent/guardian.
6. All requests for Elementary Transfer to Keller Elementary School will be considered a request to participate in the International Baccalaureate Program. Students will be accepted at Keller on a first-come, first-served basis. In the event that we have more families interested than we have positions, the District may be required to close Keller to further enrollment. Families requesting enrollment in the Keller International Baccalaureate Program will be notified in writing of the status of their request upon submission of this Elementary Transfer Application Form.
7. If you have any questions regarding this procedure, please contact the Centralized Enrollment Office (248) 435-8400 ext. 1260.

Elementary Transfer
applications will be
available on-line
beginning March 1, 2012.