

In-District Student Transfers

Students that reside in the Utica Community Schools attendance area and want to attend a school other than the school that the district has assigned including new Kindergarten Messmore placements, must request a student transfer by the district deadline. New transfers to Heritage, Malow or Shelby Junior High Schools and Eisenhower High School will not be accepted due to current enrollment.

The Transfer Form included in this document must be returned to pupilservices@uticak12.org by the April 1, 2021 deadline. No late transfers will be accepted. New students enrolling in the summer are expected to attend their assigned school in the district. Current families that move after the transfer window closes, may remain at the current building and request a student transfer from their school building or attend their new assigned school in the district. Transfers will start on the first day of school. Students are expected to remain in the requested school the entire school year and may transfer back to their assigned school the following school year if they desire. No mid-year transfers will be accepted.

Transfers are subject to a random selection process if there are too many requests for the grade requested. Students will be accepted if there are siblings in the requested building for the upcoming school year providing space is available. If approved the transfer will be in effect for all grades offered at that school. Elementary students who have been approved under the in-district transfer can remain with their classmates for junior high and high school. Please note that students attending Shelby Junior High, will attend Utica High School, unless you reside in the Eisenhower High School attendance area. The district has the right to revoke a transfer at any time if the student has discipline or attendance concerns. Parents are responsible for student transportation.

Parents will receive an email by May 1 of the decision for fall placement.



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.

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

Director of Pupil Services Approval: _____ Date: _____

DENIED: ____ Reason: _____

Future Attendance Pattern: _____