



ST. CLAIR COUNTY SCHOOLS EMPLOYEE REQUESTING STUDENT TRANSFER 2023-2024

Students must attend the feeder school in which the employee is employed.

- **Current employees** must complete this form and submit by May 1st of each year for the upcoming year.
- **New Employees** must complete the form within 20 days of being hired.
- Changes in placement will only occur at the beginning of the school year and the beginning of the 2nd semester.
- You must receive a release from the school system you reside and attach to this form.

STUDENT INFORMATION		
Name:		
Current school:		
School you are zoned to attend:		
School you desire to attend next year:		
Grade level for upcoming school year:		
Does your child receive any special services?		
PARENT/GUARDIAN INFORMATION		
Name(s):		
Contact Phone #:		
Address:		
City:	State:	Zip Code:
Email:		
Location Parent is Employed:		
EMPLOYEE ACKNOWLEDGEMENT REGARDING TRANSFER REQUEST		
<i>This transfer may be revoked if a student's academic performance, attendance, and/or conduct are not satisfactory. I understand transportation is <u>not provided</u> and should transportation become challenging, I have the option to enroll my student at the zoned school.</i>		
Signature of Parent/Guardian:		Date:
FOR OFFICE USE ONLY		
<input type="checkbox"/> IDEA <input type="checkbox"/> 504 Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date: