



ST. CLAIR COUNTY SCHOOLS EMPLOYEE REQUESTING STUDENT TRANSFER 2024-2025

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

This transfer may be revoked if a student's academic performance, attendance, and/or conduct are not satisfactory. I understand transportation is not provided and should transportation become challenging, I have the option to enroll my student at the zoned school.

Signature of Parent/Guardian:	Date:
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FOR OFFICE USE ONLY

<input type="checkbox"/> IDEA <input type="checkbox"/> 504	Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
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