

Holland Public Schools

Internal Student Transfer Process

Student Assignment Regulations

The assignment of students to buildings is based on the resources and facilities of the school district. Students will normally be assigned and placed in classrooms within their geographically determined attendance areas. Attendance areas are reviewed on an annual basis by the Board of Education.

I. Voluntary Internal Transfers

All applications for transfer must use a district form (this form may be obtained from any school office in the district, or, visit our website at www.hollandpublicschools.org). The parent should complete the appropriate sections of the form and forward it to the Teaching for Learning Office in the HPS Administration Building (phone 616-494-2040).

1. Parents may voluntarily request that their child attend a school outside their attendance area by completing an Internal Student Transfer Request form.
 - a. Parents who choose to send their child to a school outside their attendance area are responsible for transporting their child to and from the receiving school.
 - b. The voluntary transfer student's place in their assigned attendance area is now vacant and will be filled by other requests.
 - c. The voluntary transfer student's request to return to their assigned attendance area will be based upon space and availability in programs.
2. An assumption will be made by the district that voluntary transfer students choose to continue in their school of choice subsequent years unless otherwise informed by the parent. No additional paperwork will be required.
3. The administration reserves the right to terminate voluntary internal transfers for issues such as truancy.

II. Involuntary Internal Transfers

1. Students may be involuntary assigned, by the district, outside of their geographically determined attendance area. A committee composed of the superintendent, central office personnel and principals will make this decision. Transportation by the district will be provided in the event of an involuntary transfer as long as transportation remains a district service.
2. When a space becomes available in a student's assigned attendance area during the course of the school year, the building principal will contact the parents of involuntary transfer students to determine their interest in returning to the school within their assigned attendance area.
3. At the end of the school year, an involuntary transfer student will return to his/her attendance area school if there is room in the attendance area. Involuntary transfer students will be given priority over students who enrolled at a later date.