



## 2024 – 2025 In District Transfer Guidelines

1. Applications are approved on a space/program available basis.
2. Students will remain enrolled in their “home” school until such time in which they are notified of the decision on their application.
3. Parent must also provide proof of residency at the building child will be attending.
4. **Transportation will not be provided; this will be the responsibility of the parent/guardian. All Students will need transportation no later than 15 minutes beyond the end of the school day.**
5. For Kindergarten, complete the Kindergarten Selection Form.
6. Applicants ***may apply to only one school*** under In District Transfer.
7. When the applicant is approved, permission is granted through the end of each school level, (i.e., through the fifth grade for elementary, through the eighth grade for middle school and through the twelfth grade for high school students).
8. Child’s most current IEP if your child is presently receiving any special services (i.s, special education, speech) AND you are new to the district.
9. Must complete a **separate application for each child.**

**Applications may be submitted:**

By email: [kovalsh@lc-ps.org](mailto:kovalsh@lc-ps.org) or

In-person appointment: <https://www.lc-ps.org/our-district/schools-of-choice-applications/>

Harry L. Wheeler Community Center & Administrative Offices  
Shannon Kovalcik/Student and Information Services  
24076 F.V. Pankow Blvd, Clinton Township MI 48036  
586.783.6300 ext. 1246



## 2024-2025 In District Transfer Application Form

Student's Last Name:	Student's First Name:
Address:	
City:	Zip:
Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
Email Address:	
School Attended in 2023-2024: _____ :	
Students Grade in 2023-2024: _____ : Grade for 2024-2025: _____ :	
School <b>you wish to attend</b> in 2024-2025: _____ :	
Attendance Area School (Home School): _____ :	
Is your child presently receiving any special services (i.e., special education, speech, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No    Services: _____	
<b>Reason for Request/Change of School:</b>	

**Please Initial:**

- \_\_\_\_\_ Request ***IS NOT*** sports related.
- \_\_\_\_\_ ***Transportation will not be provided; this is the responsibility of the parent.***
- \_\_\_\_\_ ***All students will need transportation no later than 15 minutes beyond the end of the school day.***
- \_\_\_\_\_ Parent must also provide proof of residency at the building your child will be attending.

Applicants may apply to only one school under this plan. Granted applicants will remain in the approved school through the final grade in that building (through fifth grade in elementary, eighth grade in middle school and twelfth grade in high school).

Parent/Guardian Name: (please print)	
Signature of Parent/Guardian:	Date:

**Items to be submitted:**  
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- Completed Application                       Most Current IEP (if applicable)                       Kindergarten Selection Form (if applicable)

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**NOTICE OF NONDISCRIMINATION.** It is the policy of L'Anse Creuse Public Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent for Human Resources, L'Anse Creuse Public Schools, Harry L. Wheeler Community Center and Administrative Offices, 24076 F. V. Pankow Blvd., Clinton Township, MI 48036, and (586) 783-6300. Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director for Special Education, (586) 783-6300.