



ROMEO COMMUNITY SCHOOLS
316 N Main, Romeo Michigan 48065
Enrollment Office (586) 281-1404

Date Received

ELEMENTARY (Y5-5)
INTRA-DISTRICT
TRANSFER REQUEST FORM

A separate application is required for each student. All information requested **MUST** be filled out. Return completed application in one of the following ways: **In person at Enrollment Center, Romeo Community Schools, 316 N. Main St, Romeo, Michigan 48065; email to enrollment@romeok12.org, or fax to 586-752-0227**

Student Name: _____ Date of Birth: _____
Address: _____ Grade entering in Fall: _____
City: _____ State: _____ Zip: _____ Phone: _____
Email (include for notification): _____

School attended during 2023-2024 school year: _____

Current assigned school: _____ (based upon attendance boundary)

School you are requesting a transfer/retention to: _____

Siblings already attend requested school? Yes No If yes, list names _____

Please include an explanation of your circumstances and reason you are requesting a transfer: (a separate document may be attached if necessary)

By signing below, I acknowledge and accept the policies and regulations regarding the Romeo Community School District, Schools of Choice program. I certify that the above information is accurate and complete to the best of my knowledge. I understand that failure to reply truthfully may result in the loss of my child’s eligibility for acceptance and removal from Romeo Community Schools’ Schools of Choice program. Also, I understand that if transportation cannot be provided by Romeo Community Schools, I am responsible for transporting my child to and from school.

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

<p>FOR OFFICE USE ONLY</p> <p>Upon review of this application, and with consideration to the policies and procedures specific to the Intra-district (K-5) Schools of Choice transfer request program in Romeo Community Schools, this application is:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>Reason for denial: _____ _____</p> <p>Date of communication of status: _____ ___ Emailed ___ USPS ___ Other ___ Initials of Enrollment Personnel</p>	_____ Signature of Superintendent	_____ Date
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