



# Hamtramck Public Schools

Office of Pupil Services  
3201 Roosevelt  
Hamtramck, Michigan 48212  
(313) 892-2036

## In-District Transfer Request

2024-2025

*It is the goal of Hamtramck Public Schools to provide the best educational environment for all its students and as many options as possible for parents. Please be advised that all student transfers depend on space, staffing and other factors, and are at the sole discretion of Hamtramck Public Schools. If transfer is approved, transportation to the requested school is the responsibility of the parent. Transfers may be temporary and students may have to return to the school in their attendance area if overcrowding or other factors influencing the educational program or student well-being make the transfer no longer feasible.*

1. STUDENT LOCAL ID # \_\_\_\_\_ Gender \_\_\_\_\_
2. STUDENT \_\_\_\_\_  
Last Name First Name DOB Grade
3. ADDRESS \_\_\_\_\_  
Street City, State Zip Phone #
4. IS THE STUDENT CURRENTLY RECEIVING SPECIAL EDUCATION SERVICES? YES \_\_\_ NO \_\_\_
5. CURRENT SCHOOL \_\_\_\_\_
6. SCHOOL REQUESTING \_\_\_\_\_
7. REASON FOR REQUESTING TRANSFER \_\_\_\_\_
8. \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

Do Parents agree with the transfer?

YES

NO

\_\_\_\_\_  
Coordinator of Pupil Services

\_\_\_\_\_  
Disposition

\_\_\_\_\_  
Effective Date

Date Notified Buildings: \_\_\_/\_\_\_/\_\_\_ Initial: \_\_\_\_\_