



## **Northville Public Schools**

### **OPEN ENROLLMENT GUIDELINES**

A request, which must be written **annually**, for the transfer of a student from the local attendance area to another school within the Northville Public School District will be processed according to the following guidelines:

- Request must be in writing and received by the building principal and the District administrator no later than **Wednesday, April 21, 2010** for the 2010-11 school year.
- The building principal of the designated school of attendance will review the written request with the principal of the requested school.
- The principal will review the written request with appropriate building staff.
- The principal and appropriate staff will review the student's total educational program needs.
- The principal will review his/her recommended decision with the Superintendent or his/her designee prior to parent notification of the decision.
- Transfer will be granted based upon:
  - The sending and receiving principals' recommendations made after a thorough review and in the best interest of all students' educational growth needs and opportunity.
  - Available physical space in the school and grade being requested.
  - The understanding that the District does not provide transportation for open enrollment students.
  - The understanding that the student cannot transfer back to the home or designated school during the year of transfer.