



5820 Eastern Avenue SE
Kentwood MI 49508

- Distribution Steps**
1. Parent/Guardian
 2. Home Building
 3. Receiving Building

WITHIN DISTRICT TRANSFER REQUEST
2026- 2027 School Year

Please complete this form to request to enroll your student at a KPS school outside your home address attendance area. Forms may be submitted to your child's current school. Please complete one form per child you wish to be considered for a WDT.

- Current Within District Transfer students do not need to submit a form unless directed to do so by administrative staff.
- **All Within District Transfer requests must be submitted by March 31, 2026.**
- Families will receive determination letters the week of April 27, 2026

DATE: _____

1. Student's Last Name, First Name, Middle Initial _____

2. Grade for School Year 2026-2027 _____

2. Current Home Address: _____

3. School currently attending: _____

4. Name of Home Attendance Area School: _____

5. School you are requesting to attend: _____

6. Does your child receive Special Education Services? Yes_____ No_____

If yes, what services? _____

7. Reason(s) for request: _____

I (parent/guardian) understand that I am responsible for my child's transportation and a transfer request may be required and approved annually.

(Print) Name of Parent/Guardian: _____

Signature _____

Phone: _____ Email Address: _____

For Office Use Only -

Date Received: _____ By: _____

This Request is: Approved _____ Disapproved _____

Reason for Disapproval: Space not available _____ Program not available _____

Other _____

Principal Signature _____ Date _____

Executive Director Signature: _____ Date _____