Holland Public Schools
Internal Student Transfer Process
Student Assignment Regulations

I. Voluntary Internal Transfers
All applications for transfer must use a district form (this form may be obtained from any school office in the
district, or, visit our website at www.hollandpublicschools.org). The parent should complete the appropriate
sections of the form and forward it to the Teaching for Learning Office in the HPS Administration Building (phone
616-494-2040).

1. Parents may voluntarily request that their child attend a school outside their attendance area by completing
an Internal Student Transfer Request form.
   a. Parents who choose to send their child to a school outside their attendance area are responsible for
      transporting their child to and from the receiving school.
   b. The voluntary transfer student’s place in their assigned attendance area is now vacant and will be
      filled by other requests.
   c. The voluntary transfer student’s request to return to their assigned attendance area will be based
      upon space and availability in programs.

2. An assumption will be made by the district that voluntary transfer students choose to continue in their
school of choice subsequent years unless otherwise informed by the parent. No additional paperwork will
be required.

3. The administration reserves the right to terminate voluntary internal transfers for issues such as truancy.

II. Involuntary Internal Transfers

1. Students may be involuntary assigned, by the district, outside of their geographically determined
attendance area. A committee composed of the superintendent, central office personnel and principals will
make this decision. Transportation by the district will be provided in the event of an involuntary transfer
as long as transportation remains a district service.

2. When a space becomes available in a student’s assigned attendance area during the course of the school
year, the building principal will contact the parents of involuntary transfer students to determine their
interest in returning to the school within their assigned attendance area.

3. At the end of the school year, an involuntary transfer student will return to his/her attendance area school if
there is room in the attendance area. Involuntary transfer students will be given priority over students who
enrolled at a later date.