1. The only way to guarantee placement in a specific building is by obtaining residency in that specific building’s attendance area.

2. Parents/guardians may request a transfer from one elementary school attendance area to another for their enrolled child. Such transfers may be granted only when:
   - Staff and facilities of the receiving building can accommodate additional students.
   - The parent/guardian of the student is not requesting the transfer to avoid meeting legitimate academic or conduct requirements.

3. Submission of an Elementary Transfer Request does not guarantee approval.

4. Your child must be enrolled with Royal Oak Schools before an Elementary Transfer Request can be submitted.
   - If your child is enrolling for the first time with Royal Oak Schools through the Schools of Choice program, you may not submit an Elementary Transfer Request for that same school year.

5. An Elementary Transfer, once approved, will remain in effect for the school year and continue into the following school year(s), unless:
   - The parent/guardian takes formal action to rescind the transfer by completing a new Elementary Transfer Request form
   - The school takes formal action to rescind the transfer
   - The student or the family moves outside of the Royal Oak School district, or
   - The student ceases to be eligible to attend Royal Oak Schools

6. Preference will be given to students who currently attend the receiving building, but whose families have moved to another Royal Oak elementary attendance area. While these families will receive preference, the transfer approval is not guaranteed.

7. All applications for Elementary Transfer must use the Elementary Transfer Request form. This form may be obtained from the District website or the Administration Building at 800 DeVillen Ave., Royal Oak. The parent/guardian must complete the appropriate sections of the form and return it to the Centralized Enrollment Office at the Administration Building.

8. Upon approval of the request, the parent/guardian will be notified by U.S. mail; and, the Centralized Enrollment Office will notify the principal of the school.

9. Those requests that remain un-approved because of available space will be placed on a Wait List.

10. All requests for Elementary Transfer to Keller Elementary School will be considered a request to participate in the International Baccalaureate Program.

11. If a parent wishes to cancel a submitted, but not yet approved, transfer request they must notify the Enrollment Office, in writing, as soon as possible.

12. If you have any questions regarding this procedure, please contact the Centralized Enrollment Office (248) 435-8400 ext. 1260.