



MORGAN HILL UNIFIED SCHOOL DISTRICT  
 ENROLLMENT CENTER  
 15600 CONCORD CIRCLE, MORGAN HILL, CA 95037  
 Phone: 408-201-6030 / Fax: 408-201-6038

Date and Time Stamp Received

**Transfer Request Form for the 2015-16 School Year**  
**Return this form directly to the District Enrollment Center**

Use this form to apply for a student transfer request covered under (1) Open Enrollment for Walsh and San Martin/Gwinn students only, (2) Public School Choice Placement for Title I schools only, and (3) Intradistrict Transfer. The Enrollment Office will determine which of these three transfer request options is most beneficial for each application.

Student Last Name	Student First Name	Student Date of Birth	Grade in 2015-16
School of Residence	Current School (if in school right now)	Receiving Special Ed or 504 Services? If yes, which type?	Do you want transportation if it is available for your situation?

**Schools Requested in Priority Order:**

1. \_\_\_\_\_ Sibling(s) at requested school: Yes\_\_\_ No\_\_\_ Sibling(s) Name: \_\_\_\_\_
2. \_\_\_\_\_ Sibling(s) at requested school: Yes\_\_\_ No\_\_\_ Sibling(s) Name: \_\_\_\_\_
3. \_\_\_\_\_ Sibling(s) at requested school: Yes\_\_\_ No\_\_\_ Sibling(s) Name: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ MHUSD Employee? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #1: \_\_\_\_\_

\_\_\_\_\_ Phone #2: \_\_\_\_\_

Signature of Parent/Guardian

Date

**Student Transfer Request Forms may be submitted to the MHUSD Enrollment Center beginning on January 8, 2015, at 8:00 a.m., and continuing through December 20, 2015.** All applications will expire on December 21, 2015. Parents will be notified of a transfer request status by mail within 60 days of returning this form to the Enrollment Center at MHUSD. Your status may be: Accepted, Denied or Wait-listed. Those transfer requests that are wait-listed may not hear back from MHUSD again until after the 2015-16 school year begins.

**Please note the following regarding our Transfer Request process:**

- The District retains the right to maintain appropriate balances among schools.
- Although we try to keep siblings together when possible, **approval of one sibling does not guarantee approval of subsequent sibling transfer requests.**
- Parents who decline student placement must do so within two weeks of approval.
- This placement is automatically renewed each year. Once a student enrolls in a school under this policy, he/she is deemed to be a resident of that school until finishing the last grade level of that school. Students who would like to return to their school of residence or another school must apply through the transfer request process.
- The District does not provide transportation outside of a school's established attendance area, except in certain circumstances.

**FOR ENROLLMENT CENTER USE ONLY!** School Approved: \_\_\_\_\_

OE  PSCP (Transportation -- Y N ) Score: \_\_\_\_\_  Intra

[ ] Approved \_\_\_\_\_

[ ] Denied \_\_\_\_\_ Signature of Director \_\_\_\_\_ Date \_\_\_\_\_

If denied, reason: \_\_\_\_\_

[ ] Parent Declines Placement Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date Sent to Schools \_\_\_\_\_

Letter Sent Home \_\_\_\_\_

Marked in SIS \_\_\_\_\_

Student # \_\_\_\_\_