



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 # _____