



PRESS RELEASE INFORMATION

DATE: January 5, 2015

FROM: Morgan Hill Unified School District

CONTACT PERSON: Daniel Chaja, Director Informational Technology and Enrollment

DATE OF RELEASE: Immediate

TOPIC: District to Begin Accepting **Transfer Request Forms Thursday, January 8, 2015, 8:00 a.m.**, for the 2015-16 School Year

On Thursday, January 8, 2015, beginning at 8:00 a.m., the Morgan Hill Unified School District will begin accepting Transfer Request Forms from parents/guardians who are interested in having their children attend in a district school outside of their assigned home attendance area for the 2015-16 school year. These application forms will be available at all school offices and at the District Office, 15600 Concord Circle, Morgan Hill, as well as on the Morgan Hill Unified School District website at www.mhusd.org on or before January 5, 2015. Transfer Request Forms will be date and time stamped as they are received at the District Office. Please visit our website for additional information.

Placement of students in the Morgan Hill Unified School District must follow specific guidelines. Students are placed in schools in the following order: **1) School of Residence, 2) Open Enrollment**, (only for students in the San Martin/Gwinn and Walsh residence areas) **3) Public School Choice Placement** (Schools in Program Improvement), **4) Intradistrict Transfer, and 5) Interdistrict Transfers.**

A lottery will be held during the first week of February 2015 for students wanting placement in grades 7-12. The first Open Enrollment lotteries for students in grades K-6 will take place during the first week of May 2015. Also during the first week of May 2015 the district will begin processing transfer requests for Public School Choice Placement with priority based on low-achieving students and Intradistrict Transfer requests based on the date and time stamp. Transfer Request Forms on file will continue to be processed based on space availability through the first 20 days of the 2015-16 school year. Parents/guardians will receive a letter in the mail within 60 days of receipt of the Transfer Request Form with one of the following determinations: Accepted, Denied, or Wait-listed. Please note that the District anticipates having a limited number of spaces available for transfer requests for the 2015-16 school year.

Once a student enrolls in a school under the transfer request process, he/she is deemed to be a resident of that school and would need to apply to return to the school in his/her home attendance area. When a student moves from one school level to another school level (e.g., elementary school to middle school, or middle school to high school), he/she shall attend the school in his/her home attendance area unless another Transfer Request is approved for a different school. **NOTE:** The District only provides transportation outside of a school's established attendance area for Public School Choice Placement (Schools in Program Improvement) requests.

Please note the following for current 2014-15 applications:

- All current applications for transfer requests which have not been approved expired on December 21, 2014.
- Parents/guardians who have current applications for transfer requests on file, and who are still interested in requesting a transfer, must submit a new application for a requested site for the 2015-16 school year.
- Parents/guardians of students who have been placed at a school outside of the home attendance area through the transfer request process at any point in the past *do not* need to reapply in order to remain at their current school; this is now considered the School of Residence.
- Students who were overflowed or assigned (due to lack of space) to a school outside of their home attendance area this year will be reassigned to their home school for the 2015-16 school year. Parents/guardians wanting their child to remain at the overflow or newly assigned school that their child attended for the 2014-15 school year must apply for this privilege using the Transfer Request Form.