



MORGAN HILL UNIFIED SCHOOL DISTRICT  
 ENROLLMENT CENTER  
 15600 CONCORD CIRCLE, MORGAN HILL, CA 95037  
 Phone: 408-201-6030 / Email: enrollment@mhUSD.org

Date and Time Stamp Received

**Transfer Request Form for the 2017-18 School Year**  
**Return this form directly to the District Enrollment Center**

Use this form to apply for a student transfer request.

January 12, 2017 for Grades 1-12  
 April 6, 2017 for Kindergarten

**STUDENT INFORMATION:**

Student Last Name	Student First Name	Student Date of Birth	Student Grade level in 2017-18
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?

**REQUESTED SCHOOL INFORMATION:**

Schools Requested in Priority Order:	Do any siblings already attend the requested School? (circle one)	Sibling(s) Name (Already Attending)
1.	Yes or No	
2.	Yes or No	
3.	Yes or No	

**FAMILY INFORMATION**

Name of Parent/Guardian: \_\_\_\_\_ MHUSD Employee? Yes or No (circle one)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone : \_\_\_\_\_ email: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Parent/Guardian Date

**Request Guidelines**

**Student Transfer Request Forms may be submitted to the MHUSD Enrollment Center beginning on January 12, 2017, at 8:00 a.m., and continuing through September 14, 2017.** All applications will expire on October 1, 2017. 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 2017-18 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 five days 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: \_\_\_\_\_

Student# \_\_\_\_\_  
 Dates: \_\_\_\_\_  
 Sent to Schools \_\_\_\_\_  
 Letter Sent Home \_\_\_\_\_  
 Marked in Aeries \_\_\_\_\_