



Memorandum of Understanding
(TK-5 and TK-8 New Student Enrollment Process)

Parents wanting to enroll their children at any of the elementary schools in the Morgan Hill Unified School District can pick up an enrollment packet at the Enrollment Center located at the District Office, at any elementary schools (during the school year) or via the District website at http://mhusd.org/educational-services/enrollment-center/. Enrollment packets are available in English and Spanish. An enrollment packet must be filled out for each individual student.

- 1. Requirements for enrollment in an elementary school include the following:
- A copy of the original Birth Certificate, Baptismal Certificate, or Passport confirming the date that the student was born
- Proof of immunizations
- Tuberculosis (TB) Testing or TB Waiver Form
- Health physical – a physical exam is required for entrance into kindergarten and first grade
- Proof of residency (See attached check list)
- Completed New Student Registration Form for Grades TK-5 or TK-8
- Signed Memorandum of Understanding
- Completed Oral Health Assessment/Waiver Request Form
- Completed Report of Health Examination for School Entry
- Completed Migrant Survey
- Photo I.D. of Parent or Legal Guardian

All documents must be completed before your child is considered registered. Once all required items for enrollment are complete and submitted to the student’s school of residence, then the enrollment packet is date and time stamped. A copy of the coversheet is given to the parent with the date and time stamp.

2. At the beginning of the year, all students are tentatively placed at their home school until final enrollment numbers have been established. Daily counts are taken at each school for the first 15 to 20 days. Principals and District office administrators then determine which schools are over and under enrolled in an effort to meet our class-size reduction requirements, as well as our Morgan Hill Federation of Teachers contract language. If an overage occurs at a particular grade level within a school, students with the latest time and date stamp on their enrollment packet will be transferred to another school within the district. . This movement may occur up to one month after the school year has started.

3. If students are to be transferred from a school, the principal will first ask all parents for volunteers. If there are no volunteers and transfers are to occur, staff at the school sites will be directed to move students on a date and time-stamp basis, i.e., students with the latest time and date stamps will be moved first. The principal will call all parents of children scheduled for transfer and inform them of their new school assignment approximately one week in advance of the transfer. Siblings may also be moved if the parent requests it and if there is room at the transfer school. Students’ names are then annotated in date/time stamp order in the Enrollment Center to determine the order in which transferred students are to return to their school of residence if space becomes available during the school year. Note: Students who have submitted a Transfer Request Form are assumed to be enrolled at their school of residence unless they are transferred due to space limitations or their Transfer Request is approved by the Enrollment Center.

4. Students are called back to their schools of residence as vacancies occur. Parents may choose whether or not their children will return to their school of residence during the year. If the parent chooses to wait until the next year to return to their school of residence, all records, both electronic and paper, will be returned to the school of residence in June in preparation for the next school year. If a parent chooses to move their child back to their school of residence during the year, the movement takes place within three days. The district will stop calling students back to their school of residence as of December 20th of any school year in an effort to minimize disruption to their educational program.

5. All records of children still attending their transfer school at the end of the school year will be transferred to their school of residence in June. Parents may choose to submit a Transfer Request Form to make their transfer school their school of residence. These requests will be processed in accordance with the policies and procedures that surround the Transfer Request process.

6. Transportation is not provided for students who are diverted to other schools.

7. If a student enrolls in school after classes have been balanced in September, the availability of an open seat is verified with the school of residence. If a seat is not available at a student’s school of residence, the Enrollment Center shall attempt to find a seat for the student at a nearby school. Efforts are made to place all siblings in the same school. In some instances, multiple children in a family are sent to different schools in the event space is not available.

I have reviewed the TK-5/TK-8 new student enrollment process for the Morgan Hill Unified School District and understand that personnel in the District Enrollment Center and/or school staff will not be able to provide me with assurances as to my child’s permanent school assignment.

Signature of Parent/Guardian: _____ Date: _____