



MORGAN HILL UNIFIED SCHOOL DISTRICT
ENROLLMENT CENTER
15600 CONCORD CIRCLE, MORGAN HILL, CA 95037
PHONE: 408-201-6030 | Email: enrollment@mhusd.org

PRESS RELEASE INFORMATION

DATE: December 1, 2017

FROM: Morgan Hill Unified School District

CONTACT PERSON: Linda Row, Director Student Services and Enrollment

DATE OF RELEASE: Immediate

TOPIC: District to Begin Accepting Interdistrict Attendance Request/Permit Applications Thursday, **March 1, 2018** for the 2018-19 School Year

Outgoing Interdistrict Requests:

The Morgan Hill Unified School District will begin accepting Interdistrict Attendance Request/Permit Applications on Thursday March 1, 2018 from parents who live within the boundaries of the Morgan Hill Unified School District and wish for their students to attend school in another district. Application forms will be available at all school offices, the District Office located at 15600 Concord Circle, Morgan Hill, as well as on the web at www.mhusd.org by the end of December 2017. Applications will be date and time stamped as they are received at the District Office. It could take up to 7 business days for MHUSD to process these requests and be released to the District requested. **Parents are responsible for transportation to their district of choice.** Requests for Interdistrict enrollment must be renewed on an annual basis and are subject to students maintaining good attendance (including tardies), academics and discipline. Applicants must provide documents to support the reason for the request.

Incoming Interdistrict Requests:

Students living outside of the district wishing to attend school in the Morgan Hill Unified School District must first secure a release from their district of residence. *Students are placed in schools in the following order: School of Residence, Overflow, Intradistrict Transfer and lastly, Interdistrict Transfers. Processing of requests to attend school in the Morgan Hill Unified School District for the 2018-19 school year will begin in July, 2018.

For students who would like to renew their Interdistrict transfer follow these steps:

- First, go to your school district of residence and fill out an Interdistrict Transfer Request form. Be sure to indicate that the request is a renewal.
- Once the request is approved by your district the form is mailed to the MHUSD Enrollment Center for the second approval.
- You will need to have both approvals in order for your child to continue attending at his/her current school. Keep in mind that discipline, academics, and attendance are taken into consideration for these transfers to be approved.
- Please be aware that an Interdistrict transfer request for a student moving for the first time from elementary to middle school/middle to high school or requesting a new school is **not a renewal**, it is a new request and is subject to approval or denial based on capacity at the requested school and grade level.



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While the Enrollment Center works diligently to process requests as quickly as possible, it is important to know that Interdistrict Transfer requests can sometimes be approved after the start of the school year. This allows the district to ensure resident student placement before extending approvals to students outside of Morgan Hill. You should be prepared to have your student start at your residence school.

The District anticipates having a limited number of enrollment spaces for Interdistrict transfers for the 2018-19 school year. There will be **no new** Interdistrict enrollment requests honored for Nordstrom Elementary School, Jackson Academy, Britton Middle School or Sobrato High School for the 2018-19 school year due to enrollment being impacted at these sites.

*Students are placed in the following order: District Residents, Intradistrict Transfers and **lastly** Interdistricts Transfers.