



**MORGAN HILL UNIFIED SCHOOL DISTRICT**  
**ENROLLMENT CENTER**  
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## **PRESS RELEASE INFORMATION**

DATE: December 1, 2017

FROM: Morgan Hill Unified School District

CONTACT PERSON: Linda Row, Director Student Services & Enrollment

DATE OF RELEASE: Immediate

TOPIC: District to Begin Accepting **Transfer Request Forms for grades 1-12 Thursday, January 11, 2018 and for Kindergarten Thursday, April 12, 2018** for the 2018-19 School Year

The Morgan Hill Unified School District will begin accepting Transfer Request Forms for grades 1-12 **only** on Thursday, January 11, 2018 at 8:00 a.m. For students starting Kindergarten, transfers will begin on Thursday April 12, 2018, for parents/guardians who are interested in having their children enroll in a district school outside of their assigned home attendance area for the 2018-19 school year. 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](http://www.mhusd.org) by December 18, 2017. Applications will be date and time stamped as they are received at the District Office.

Placement of students in the Morgan Hill Unified School District must follow specific guidelines. Students are placed in schools in the following order: School of Residence, Intradistrict Transfers, and lastly, Interdistrict Transfers. Students will be placed as space permits. **Intradistrict transfer requests will be placed based on the date and time stamp; these placements will begin in May 2018. Transfer Request Forms on file will continue to be processed based on space availability until September 14, 2018 and will expire on October 1, 2018.** 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 2019-20 school year.

The District does not provide transportation outside of a school's established attendance area. Parents/guardians are responsible for transportation to their new school of choice. Once a student enrolls in a school under this policy, he/she is deemed to be a permanent resident of that school and would not need to re-apply each year. Students who would like to return to their school of residence or another school must apply through the transfer request process. When a student moves from one school level to another school level or until finishing the last grade level of that school (e.g., elementary school to middle school), he/she shall attend the school in his/her home attendance area unless another Transfer Request is approved for a different school.

**Students who were overflowed or assigned (due to lack of space) to a school outside of their home attendance area this year (17-18) will be reassigned to their home school for the 2018-19 school year.** Parents/guardians wanting their child to remain at the overflow or newly assigned school for the 2018-19 school year must apply for this privilege using the Transfer Request Form.

The District anticipates having a limited number of transfer spaces available for the 2018-19 school year, and reserves the right to maintain appropriate balances among schools.