



**GILROY UNIFIED SCHOOL DISTRICT**  
**Enrollment Center**

7810 Arroyo Circle, Gilroy, California 95020  
 Tel. 669-205-4000 fax: 408-847-4717  
 www.gilroyunified.org

**SUPERINTENDENT**  
 Dr. Deborah A. Flores, Ph.D.

**BOARD OF EDUCATION**  
 Enrique Diaz ♦ B.C. Doyle ♦ Tuyen Fiack ♦ Mark Good  
 Anisha Munshi ♦ James E. Pace ♦ Linda Piceno

**2019-2020**  
**Intra-District Transfer Request**  
 (Submit to District Office Only)

Student and Parent / Guardian Information				
Student Last Name			Parent / Guardian	
Student First Name			Residence Address	
Date of Birth				
Special Services?	IEP	504	Phone Number	
	<input type="checkbox"/>	<input type="checkbox"/>	Email	
Current School of Attendance			School Requested	
Grade Level in 2019-2020 School Year?				
Reason(s) for the Request				
<i>Please check one or more of the reasons for request listed below. Please attach supporting documentation if required.</i>				
<b>GUSD Open Enrollment Priorities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent/Guardian is an employee at school requested (20+ hours per week)</li> <li><input type="checkbox"/> Sibling(s) attending school requested (name of sibling <b>REQUIRED</b>): _____</li> </ul> School Preference(s) <ul style="list-style-type: none"> <li><input type="checkbox"/> Childcare/Transportation</li> <li><input type="checkbox"/> Already attending school</li> <li><input type="checkbox"/> Other (attach separate document stating reason for transfer request)</li> </ul>				
Signature of Parent/Guardian:			Date:	
Please note the following regarding our Transfer Request process: <ul style="list-style-type: none"> <li>• <b><u>INCOMPLETE APPLICATIONS MAY NOT BE PROCESSED.</u></b></li> <li>• Intradistrict transfer requests are accepted between December 31<sup>st</sup> and April 1<sup>st</sup> for the following school year, and approvals are subject to student enrollment and available space.</li> <li>• Transfer requests for elementary schools will be processed by the end of the second week of the 2018-2019 school year.</li> <li>• The District retains the right to maintain appropriate balances among schools.</li> <li>• Although we try to keep siblings together when possible, approval of one sibling does not guarantee approval of subsequent sibling transfer requests.</li> <li>• Approved intra-district transfer requests automatically renew each year.</li> <li>• Approved intra-district transfer requests remain in effect until the student finishes the last grade for the school requested.</li> <li>• Transportation will be not provided under this request.</li> <li>• Student <u>must</u> be currently enrolled, attending school and have a verified address on file for consideration.</li> </ul>				
District Office Use Only				
Decision	Approved	Denied	Signature	
	<input type="checkbox"/>	<input type="checkbox"/>		
Wait List	Yes	No	Reason	
	<input type="checkbox"/>	<input type="checkbox"/>		