



**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**  
 Melissa Aguirre ♦ Enrique Diaz ♦ Tuyen Fiack ♦ Mark Good  
 Michelle Nelson ♦ James E. Pace ♦ Linda Piceno

**2021-2022**  
**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 2021-2022 School   |                          |                          |                   |  |
| 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>  |                          |                          |                   |  |
| <input type="checkbox"/> Parent/Guardian is an employee at school requested (20+ hours per week)<br><input type="checkbox"/> Sibling(s) attending school requested (name of sibling <b>REQUIRED</b> ): _____  |                          |                          |                   |  |
| School Preference(s)  |                          |                          |                   |  |
| <input type="checkbox"/> Childcare/Transportation<br><input type="checkbox"/> Already attending school<br><input type="checkbox"/> Other (attach separate document stating reason for transfer request)   |                          |                          |                   |  |
| 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 2021-2022 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"/> |                   |  |