

**District to Begin Accepting Online Transfer Requests for the 2021-2022
School Year on Thursday, January 7, 2021 at 8:00am**

December 21, 2020

The Morgan Hill Unified School District will begin accepting online Transfer Requests for all grades* on Thursday, January 7, 2021. Transfer Requests are for parents/guardians who are interested in having their children attend a district school other than their school of residence. Students are placed in schools in the following order: School of Residence, Transfer Requests, and lastly, Interdistrict Transfers (those who live outside of MHUSD boundaries).

The MHUSD Transfer Request Form is an online form. The form and answers to frequently asked questions can be found on the [MHUSD Enrollment Center](#) website. The system will date and time stamp all transfer requests and parents will receive an email confirmation for their records. Once a parent has submitted the form, they will be given the option to complete another form to request an additional school, if desired. Up to three requests may be submitted. Students **MUST** be enrolled in their school of residence prior to the submission of a transfer request. Any request received prior to enrollment will be denied.

If requests for transfers exceed the capacity of any school or grade, transfer requests will be included in a lottery. Information about the lottery can be found on the Enrollment Center website. Transfer Requests will continue to be accepted until June 4, 2021. All transfer requests will remain pending until the Enrollment Center confirms the approved transfer or informs parent/guardian of a denial for cause. Many factors are considered before granting a transfer request including but not limited to: siblings, employment with the district, attendance and discipline records. Pending transfer requests for 2021-2022 will expire on August 11, 2021. Any student who has not been approved for a transfer request by August 11, 2021 should attend their school of residence on the first day of school.

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 does not need to reapply each year. The transfer request will remain in effect through the highest grade at the school unless another transfer request is submitted and approved. A transfer request becomes null and void when a student leaves the district. Those who transfer from a K-8 academy to a K-5 school are not automatically granted a

return to a K-8 academy for sixth grade as space is extremely limited. These students will matriculate to our traditional middle schools. A transfer request must be submitted and approved to return to a K-8 academy.

The District anticipates having a limited number of transfer spaces available for the 2021-2022 school year, and reserves the right to maintain appropriate balances among schools. Questions can be directed to the MHUSD Enrollment Department at 408-201-6030 or enrollment@mhusd.org.

*Transitional Kindergarten transfers are only considered for students with a sibling already enrolled at the requested school.