

## District to Accept Interdistrict Attendance Request/Permit Applications for the 2021-2022 School Year on Thursday, January 7, 2021

DATE: December 21, 2020

### Outgoing Interdistrict Requests:

Morgan Hill Unified School District (MHUSD) will begin accepting Interdistrict Attendance Request/Permit Applications on Thursday January 7, 2021 from parents who live within the boundaries of MHUSD and wish for their student(s) to attend school in another district. Application forms will be available on the [MHUSD Enrollment Center](#) website, in school offices and the District Office, and should be submitted to the district office for review. Applicants must provide documentation to support the reason for the request. Please submit your completed and signed request, along with any required documentation, via email to [enrollment@mhusd.org](mailto:enrollment@mhusd.org), or you can submit in person at the District Office. Applications will be date and time stamped as they are received at the District Office. Requests will be processed within 5 business days. Parents are responsible for transportation to their district of choice if the transfer is approved.

### 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. Complete an Interdistrict Transfer Request form from your district. Once approved by your district, the form will be forwarded to MHUSD's Enrollment Center. Requests will be reviewed by the Enrollment Center and parents will be notified by email with the status of their request. Processing of requests to attend school in MHUSD for the 2021-2022 school year will begin in May.

### To continue (renew) enrollment in MHUSD:

- Complete an Interdistrict Transfer Request form through your home district. Indicate that the request is a renewal.
- Once the request is approved by your district, the form is sent to the MHUSD Enrollment Center for our review. You must have both approvals in order for your child to continue enrollment in MHUSD.
- Facilities and special program capacity are considered for renewal approval. Current MHUSD residents cannot be displaced to allow a renewal for a student residing outside MHUSD.

- Interdistrict transfer request for a student moving for the first time from elementary to middle school or middle to high school or requesting a new school is not a renewal. It is a new request and is subject to approval based on capacity at the requested school and grade level.

Incoming Interdistrict Transfer requests may be approved after the start of the school year to allow the district to ensure resident student placement before extending approvals to students outside of MHUSD. You should be prepared to have your student start at your school of residence.

The District anticipates having a limited number of enrollment spaces for interdistrict transfers for the 2021-2022 school year. Please submit your transfer request as soon as possible after the transfer window opens.

**NOTE:** ALL Incoming/Outgoing requests for interdistrict enrollment must be renewed each year and are subject to students maintaining good attendance, academics and discipline. Decisions may be appealed to the Santa Clara County Office of Education. See the [MHUSD Enrollment Center](#) website for more information.