



INTRA-DISTRICT TRANSFER REQUEST APPLICATION

OPEN ENROLLMENT: JANUARY 9 THROUGH MARCH 10, 2023

This form is not a school registration form; it is used to request attendance at a school site other than the student’s home school. School registration forms need to be completed at the student’s home school of residence. Transfer requests for issues regarding safety/bullying, social adjustment, student behavior and dissatisfaction with the school staff must begin with the school site Principal. Intra-district Transfers for these reasons will not be processed. **Transportation is not provided for Intra-district Transfer students.**

Home School: _____ Requested School: _____

Student Name: _____ Requested School Year: _____

Date of Birth: _____ Student ID Number: _____ Grade: _____
(for year requested)

Parent/Guardian’s Name: _____ Email: _____

Home Address: _____ San Jose, CA Zip Code: _____

Home Phone: _____ Cell: _____ Work: _____

Is the student receiving special services? NO Yes RSP Speech SDC
(Check all that apply)

Special Day Class students’ will be placed or transferred by a Program Specialist.

Reason for request (check all that apply):

- Overflow:** Student was assigned to the requested school as an overflow, because your attendance boundary school was full.
- TK:** Attended Transitional Kindergarten at the requested school.
- Change of Address:** You recently moved out of the attendance boundaries of the school you are requesting.
- Are you an OGSD employee?** No Yes If yes, please indicate location? _____
- Sibling:** Student has a sibling currently enrolled at the requested school. _____
(Name of Sibling)
- Child Care:** An affidavit for child care must be submitted with application. Childcare should be within the school boundaries of requested school.
- Employment:** Verification of employment must be submitted with application. Employment should be within the school boundaries of requested school.
- Other:** Please attach a reason for request.

Important: Please send this application to the District Office. In the event requests exceed the number of openings, the law requires assignments be made in a random, unbiased manner (lottery). Student applications not placed will be wait-listed and notified by phone, if space becomes available within the first two weeks of school.

Parent/Guardian Signature _____
Date

(FOR DISTRICT OFFICE USE ONLY)	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> WAITLISTED	DATE: _____

Our mission . . . “to ensure that every child’s potential is achieved.”