



GILROY UNIFIED SCHOOL DISTRICT
Enrollment Center

7810 Arroyo Circle, Gilroy, California 95020
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 www.gilroyunified.org

SUPERINTENDENT
 Dr. Anisha Munshi, Ed.D.

BOARD OF EDUCATION
 Melissa Aguirre ♦ Tuyen Fiack ♦ Mark Good ♦ Gabriela Kim
 Michelle Nelson ♦ James E. Pace ♦ Linda Piceno

2023-2024
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 2023-2024 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>			
GUSD Open Enrollment Priorities <ul style="list-style-type: none"> <input type="checkbox"/> Parent/Guardian is an employee at school requested (20+ hours per week) <input type="checkbox"/> Sibling(s) attending school requested (name of sibling REQUIRED): _____ 			
School Preference(s) <ul style="list-style-type: none"> <input type="checkbox"/> Childcare/Transportation <input type="checkbox"/> Already attending school <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"> • <u>INCOMPLETE APPLICATIONS MAY NOT BE PROCESSED.</u> • Intradistrict transfer requests are accepted between December 31st and April 1st for the following school year, and approvals are subject to student enrollment and available space. • Transfer requests for elementary schools will be processed by the end of the second week of the 2023-2024 school year. • The District retains the right to maintain appropriate balances among schools. • Although we try to keep siblings together when possible, approval of one sibling does not guarantee approval of subsequent sibling transfer requests. • Approved intra-district transfer requests automatically renew each year. • Approved intra-district transfer requests remain in effect until the student finishes the last grade for the school requested. • Transportation will be not provided under this request. • Student <u>must</u> be currently enrolled, attending school and have a verified address on file for consideration. 			
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"/>	