



GILROY UNIFIED SCHOOL DISTRICT
Enrollment Center

7810 Arroyo Circle, Gilroy, California 95020
 Tel. 669-205-4000 fax: 408-842-1158
 www.gilroyunified.org

SUPERINTENDENT
 Anisha Munshi, Ed.D.

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

2024-2025
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 2024-2025 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 2024-2025 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"/> | |