



Request to Change School for the 2024-2025 School Year for currently enrolled SUSD students

Request to Change Elementary Schools for Grades 1-5: If you wish to request a change of elementary school assignment from your current school, please fill out this form and email to registration@saratogausd.org by **FEBRUARY 1, 2024**. If space becomes available at the requested elementary school, your child will be transferred for the 2024-2025 school year. As a currently enrolled student, your child will have higher priority over new-to-district students who begin registration in February. ***We will notify you by the end of July if the transfer is approved.***

Moving or Disenrolling: If you are moving within the district, please contact your school office so we ensure your mailing address is updated. If you will be disenrolling from SUSD, please contact your school office. *Your help is greatly appreciated as we plan for staffing and enrollment for the next school year.*

Complete this form ONLY if you are requesting your child be placed at a different elementary school for 2024-2025. If your child is continuing at the same school or moving onto Redwood Middle School, you do not need to return this form. If you have questions, please email registration@saratogausd.org or call (408) 867-3424, ext. 0.

Student's Full Name: _____ Current Grade: _____

Student's Birthday: _____ Current School: _____

For the 2024 – 2025 school year, I would like to change my child's school to:
(Circle your new school request. Placement is based on space availability.)

Argonaut School Foothill School Saratoga School

Reason for Transfer Request (required): _____

Parent Guardian Name(s), please print: _____

Parent/Guardian Signature: _____ Date: _____

Email this completed form by February 1, 2024 to registration@saratogausd.org.