



## Request to Change School for the 2025-2026 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](mailto:registration@saratogausd.org) by **FEBRUARY 1, 2025**. If space becomes available at the requested elementary school, your child will be transferred for the 2025-2026 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 2025-2026.** 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](mailto:registration@saratogausd.org) or call (408) 867-3424, ext. 0.

**Student's Full Name:** \_\_\_\_\_ **Current Grade:** \_\_\_\_\_

**Student's Birthday:** \_\_\_\_\_ **Current School:** \_\_\_\_\_

**For the 2025 – 2026 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, 2025 to [registration@saratogausd.org](mailto:registration@saratogausd.org).**