GILROY UNIFIED SCHOOL DISTRICT
Enrollment Center
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www.gilroyunified.org

SUPERINTENDENT
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2026-2027
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	
	☐	☐	Email	
Current School of Attendance			School Requested	
Grade Level in 2026-2027 School				

Reason(s) for the Request

Please check one or more of the reasons for request listed below. Please attach supporting documentation if required.

GUSD Open Enrollment Priorities

- ☐ **Parent/Guardian is an employee at school requested (20+ hours per week)**
- ☐ **Sibling(s) attending school requested (name of sibling REQUIRED): _____**

School Preference(s)

- ☐ Childcare/Transportation
- ☐ Already attending school
- ☐ Other (attach separate document stating reason for transfer request)

Signature of Parent/Guardian:		Date:	

Please note the following regarding our Transfer Request process:

- **INCOMPLETE APPLICATIONS MAY NOT BE PROCESSED.**
- 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 all schools will be processed by the end of the second week of the 2026-2027 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 must be currently enrolled, attending school and have a verified address on file for consideration.

District Office Use Only				
Decision	Approved ☐	Denied ☐	Signature	
Wait List	Yes ☐	No ☐	Reason	