



# CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Ave, Half Moon Bay, CA 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

## 2023-24 OPEN ENROLLMENT APPLICATION

(Transfer between elementary schools within the Cabrillo Unified School District)

- Open Enrollment** (Transfer to a school other than your school of residency)
- Sibling Open Enrollment** (Sibling currently attending school requested)
- CUSD Staff (Site)** \_\_\_\_\_
- Continuation** (Moved to another attendance area)
- Transfer to New School of Residency**
- Open Enrollment Rescission** (Back to school of residency)

Student(s) Name (Last, First, MI)	Date of Birth	Grade Requested	Current School (if any)
1.			
2.			

I hereby request that the above-named student be allowed to attend:

<input type="checkbox"/> EL GRANADA	<input type="checkbox"/> FARALLONE VIEW	<input type="checkbox"/> HATCH	<input type="checkbox"/> KINGS MOUNTAIN
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I DO  DO NOT Have another child (ren) attending the requested school.

Reason(s) for transfer: \_\_\_\_\_

Before requesting a transfer, parents/guardians **NEW** to the district **must first register at the school of residency.**

### I understand the following requirements regarding my transfer request:

- Transfers will only be granted if there is room in the school and grade level requested. No student currently residing within a school's attendance area shall be displaced by another student.
- My application must be submitted by, **May 8, 2023 to be eligible for the lottery on May 10, 2023.** All applications received after the deadline will be placed on a wait list in the order in which they are received.
- I will be informed in writing as to whether my request has been approved, denied, or placed on a waiting list by August 2023. I will confirm the enrollment within two weeks of my notification of approval. If my application is received after the deadline, I will be contacted only if the transfer has been granted.
- If my child is not enrolled in the requested school during the 2023-24 school year, at the appropriate time, I may submit a new request for a future year.
- Once enrolled, my child shall not have to apply for readmission. However, my child may be subject to displacement due to excessive enrollment.
- I will assume ALL responsibility for transportation to and from school.
- Intradistrict transfers may be terminated at any time during the school year when repeated academic, attendance, or behavioral problems occur.
- Current intradistrict transfers will have priority over new open enrollment requests in order to provide continuity in the current students' educational program.
- If my child requires special education services and the IEP cannot be implemented at the requested school, then the open enrollment transfer may be denied.
- This request entitles my child's name to be included in the lottery. The lottery is intended to prioritize students for enrollment on a space available basis. The lottery is not a guarantee of enrollment.

### Enrollment continuation, transfers to new school of residency or open enrollment rescission:

- Complete an Intradistrict Transfer application at current school and submit to Site Principal along with current proof of residency.
- Open Enrollment Rescission or Transfer to School of Residency request does not guarantee placement into your school of residency. Although, your child will have priority over any other students on the Open Enrollment waitlist. Applicants on this category waitlist will be contacted only if the transfer has been granted.

Parent/Guardian Name(s) \_\_\_\_\_ Phone Number \_\_\_\_\_

Please indicate how you would like to receive your decision letter (Select one):  Mail  E-mail \_\_\_\_\_

_____	_____	_____	_____
Parent/Guardian Signature	Date	School Principal Signature	Date

### PLEASE RETURN THIS FORM TO YOUR SCHOOL OF RESIDENCY

<i>This Section is District Office Use Only</i>	SCHOOL OF RESIDENCY: <input type="checkbox"/> EL GRANADA <input type="checkbox"/> FARALLONE VIEW <input type="checkbox"/> HATCH <input type="checkbox"/> KINGS MOUNTAIN
Director of Personnel and Pupil Services	<input type="checkbox"/> APPROVED _____ <input type="checkbox"/> WAIT LIST _____ <input type="checkbox"/> DENIED _____

