

**Information about the District's Open Enrollment Process 2021-22**

1. The vast majority of our students attend their neighborhood high school. Students are assigned to their home school based on the location of their residence. Students with specialized services typically are assigned to the school that houses the program that is best suited to meeting the needs of the student, irrespective of the location of the student's residence. Under the district's Open Enrollment policy, the board annually reviews school capacity and determines the number of spaces available for intradistrict transfer. There is space available at **Mountain View High School** for students who seek a transfer request through Open Enrollment only from LAHS to MVHS. Los Altos High School has reached capacity, hence we will not be accepting any intradistrict transfer requests through Open Enrollment for next year. Requests for an intradistrict transfer to MVHS through Open Enrollment must be received in the Educational Services department at MVLA by Friday, December 18, 2020. Families will be notified of transfer request by January 15, 2021.
2. To request a transfer through Open Enrollment, you must submit the **Open Enrollment Application** form. You may obtain an application on our website at [www.mvla.net](http://www.mvla.net) or at our district office. Applications must be emailed to [grace.icasiano@mvla.net](mailto:grace.icasiano@mvla.net) on or before the close of the business day on **Friday, December 18, 2020**. Should the number of requests to transfer to MVHS exceed the number of spaces available, a lottery process will be used to determine which applications will be approved and which will be placed on a wait list. Please note that the date your application is received, so long as it is received by the end of the business day on December 18, 2020, does not affect, or establish your priority on the waitlist.
3. We recognize that parents new to the district and prospective homeowners often have questions as to which high school their children will be attending. This information is posted on our website to enable parents to determine the high school attendance area in which their residence is located, before the 'Assignment to School Letter' goes out to families in our district. If you are uncertain as to what high school attendance area you live in, please check our district website at [www.mvla.net](http://www.mvla.net) and click on school street search under district links. By simply typing in your street name, you will be able to see whether your child will be assigned to Mountain View or Los Altos High School. If your student requires English Language Development support or special education services, please contact the district office for questions about your son or daughter's school assignment.
4. Students who seek an intradistrict transfer to either school through sibling privilege must submit the **Application for Intradistrict Transfer** form. Applications will be accepted throughout the enrollment process and should be submitted as soon as possible. The application can also be found on our website.
5. Transfers that have been approved are considered final. Requests to rescind approved transfers will be considered on a case by case basis, and must be submitted before **January 31, 2021**.
6. Please return the application by email. For questions please contact: Grace Icasiano  
Email: [grace.icasiano@mvla.net](mailto:grace.icasiano@mvla.net)





**OPEN ENROLLMENT APPLICATION 2021-22**

Under the district’s Open Enrollment policy, the board annually reviews school capacity and determines the number of spaces available for intradistrict transfer. There is space available at Mountain View High School for students who seek a transfer request through Open Enrollment only from LAHS to MVHS. Los Altos High School has reached capacity, hence we will not be accepting any intradistrict transfer requests this year. Requests for an intradistrict transfer through Open Enrollment must be received in the Educational Services department at MVLA by **Friday, December 18, 2020.**

**SECTION I - Parent or student, please print or type this section only.**

Student's Legal Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Tel.(H) \_\_\_\_\_ Tel.(W) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Name of school you currently attend: \_\_\_\_\_ Grade Level in 2021/22 \_\_\_\_\_

Name of school you are assigned to (*incoming 9th graders only*) \_\_\_\_\_

Name of school you are requesting a transfer to: \_\_\_\_\_

Will you have any siblings attending MVHS or LAHS in the 2021/22 school year? \_\_\_\_\_

If yes, provide student name, school name, and grade of sibling for 2021/22: \_\_\_\_\_

Do you qualify for specialized services? \_\_\_\_\_ ELD \_\_\_\_\_ Special Ed \_\_\_\_\_ 504 \_\_\_\_\_

Please state your reasons for transfer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**\* Please initial to acknowledge that you have read and understand the statement below:**

Transfers that have been approved are considered final. Requests to rescind approved transfers will be considered on a case by case basis, and must be submitted before **January 31, 2021.**

Father/Guardian Initials \_\_\_\_\_ Mother/Guardian Initials \_\_\_\_\_

SECTION II (For District Use)	Date Received _____
Signature _____	Date _____
Title: <u>Associate Superintendent</u>	Comments _____
Application Approved _____	Denied _____ Waitlisted _____