



**Information about the District’s Open Enrollment Process 2023-24**

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 Open Enrollment transfer. There will be very few slots available, if any, for a transfer for 2022-23, as both of our schools are close to capacity. Requests for a transfer through Open Enrollment must be received in the Educational Services department at MVLA by **Friday, December 16, 2022**. Families will be notified of transfer request by **January 27, 2023**.
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). 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 16, 2022**. 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 16, 2022, does not affect, or establish any 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 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 26, 2023**.
6. Please return the application by email. For questions please contact: Grace Icasiano  
Email: [grace.icasiano@mvla.net](mailto:grace.icasiano@mvla.net)  
Phone: (650) 940-4650 Ext: 0031

Sincerely,

Teri Faught  
Associate Superintendent  
Educational Services

Perla Pasallo  
Director of Student Services & Equity  
Educational Services



HIGH SCHOOL DISTRICT

OPEN ENROLLMENT APPLICATION 2023-24

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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 2023/24 \_\_\_\_\_

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 2023/24 school year? \_\_\_\_\_

If yes, provide student name, school name, and grade of sibling for 2023/24: \_\_\_\_\_

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 26, 2023.

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

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