



Request to Change Elementary School for the Next School Year for currently enrolled SUSD students

Request to Change Elementary Schools for Grades 1-5:

To request a change of elementary school for the upcoming Fall of the next school year, complete this form and return between **FEBRUARY 1st and MARCH 1st** to your school office or the district office. If space becomes available at the requested elementary school, your child will be transferred for the upcoming school year. As a currently enrolled student, your child will have higher priority over new-to-district students who begin registration in March. We will notify you in June with the transfer status.

Moving or Disenrolling:

If you are moving within the school district boundaries, please download/complete the Address Change Form posted at saratogausd.org/addresschange. If you will be moving out of the district or disenrolling, please email the Registrar at registration@saratogausd.org as soon as possible. *Your timely notice 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 next fall. If your child is continuing at the same school or moving onto Redwood Middle School, you do not need to return this form. Questions? Email registration@saratogausd.org or call (408) 867-3424, ext. 0.

Student's Full Name: _____ Next Year Grade: _____

Student Birthday: ____ / ____ / _____ Current School and Grade: _____ , _____

For the _____ - _____ school year, I am requesting my child be transferred to:
(example: 2019-2020)

Circle your new school request. Placement is based on space availability.

Argonaut School Foothill School Saratoga School

Reason for Transfer Request: _____

Parent Guardian Name(s), *please print*: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent Email and Phone Number: _____

Return this form between **February 1 and March 1** to the district office or your school office.