



Request to Change Elementary School for the 2023-24 School Year for currently enrolled SUSD students

Request to Change Elementary Schools for Grades 1-5: To request a change of elementary school site for the upcoming school year, please complete this form and email it to registration@saratogausd.org between **January 9 and January 31**. *If Administrative staff approves and 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 February. We will notify you in **June** if the transfer is approved.

Moving or Disenrolling: If you are moving within the district, please complete the Address Change Form posted at saratogausd.org/enroll. If you will be disenrolling from SUSD, please email registration@saratogausd.org. *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.

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

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

For the 2023-24 school year, I am requesting my child be transferred to:

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 **January 9 and January 31** to registration@saratogausd.org or mail to: SUSD Registrar, 20460 Forrest Hills Drive, Saratoga, CA 95070.

(408) 867-3424 • (408) 867-2312 fax • www.saratogausd.org