

NEW HAVEN UNIFIED SCHOOL DISTRICT

PARENT LETTER _____

CENTRALIZED ENROLLMENT CENTER

STUDENT ID _____

725 Whipple Road

REQUESTED GRADE _____

UNION CITY, CA 94587

510-476-2625

SCHOOL YEAR - 21/22

INTRA DISTRICT TRANSFER REQUEST

Student Name _____ D.O.B. _____ Age _____ Current Grade _____

School of Residence _____ School Attending _____ School Requesting _____

Parent/Guardian Name _____ Home Phone Number _____

Address _____ Zip _____ Cell Phone Number _____

Reason for request _____

This request is in order to attend the Two-Way Dual Immersion Program at Searles/ Guy Emanuele Jr. Elementary School : Yes

Is there a brother/sister currently attending the requested school? Circle one: **Yes** / **No**

If yes, sibling's name, grade level and ID# if possible: _____

Is the student receiving special education services? Yes No If yes, check program below:

- Special Day Class (SDC)
- Resource Specialist Program (RSP)
- Speech/Language
- Adaptive PE
- Other

Please initial:

_____ I understand that I may request any school within the District, regardless of the location of our residence, if space is available. Should applications to attend a particular school exceed the capacity of that school or grade level, the District will determine enrollment based on a random, unbiased process as outlined in district policy. Should enrollment of resident students exceed capacity, my intradistrict transfer may be revoked.

_____ I am a resident of the New Haven Unified School District

Parent/Guardian's Signature _____ Date _____

Parent to bring a picture identification card for identity verification only, along with any two of the following proof of residency when submitting application if your current address is not the address we have on file for your student:

Proof of Residence Parent ID#: _____ DOB: _____ EXP: _____

Initials of staff
verifying residency
documents: _____
Date: _____

- Property tax payment receipts.
- Rental property contract, lease or payment receipts.
- Utility service contract, statement, or payment receipts _____
- Pay stubs.
- Voter registration.
- Correspondence from a government agency.
- Declaration of residency executed by the parent or legal guardian of a pupil.

- Application Approved**
- Space Available
 - Random Selection Process
 - Parent Notified

- Application Denied**
- Exceeds school/grade level capacity

Staff _____ Date _____