



Information about the District’s Open Enrollment Process 2024-25

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 2024-25, 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 **Thursday, December 21, 2023**. Families will be notified of transfer request by **January 26, 2024**.
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. Applications must be emailed to grace.icasiano@mvla.net on or before the close of the business day on **Thursday, December 21, 2023**. 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 21, 2023, 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 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 25, 2024**.
6. Please return the application by email. For questions please contact: Grace Icasiano
Email: grace.icasiano@mvla.net
Phone: (650) 940-4650 Ext: 7031

Sincerely,

Teri Faught
Associate Superintendent
Educational Services



HIGH SCHOOL DISTRICT

OPEN ENROLLMENT APPLICATION 2024-25

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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 _____ Phone _____ Email _____

Street Address _____ City _____ Zip _____

Name of school you currently attend: _____ Grade Level in 2024/25 _____

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 2024/25 school year? _____

If yes, provide student name, school name, and grade of sibling for 2024/25: _____

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 25, 2024**.

Father/Guardian Initials _____ Mother/Guardian Initials _____

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