



**GLENDALE UNIFIED SCHOOL DISTRICT**  
223 North Jackson St., Glendale, California 91206-4380  
Telephone: 818-241-3111, Ext. 1283 • Fax: 818-547-0213

**OFFICE OF  
STUDENT SUPPORT SERVICES**

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## SCHOOL TRANSFER FORM (2022-2023)

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade in 22-23: \_\_\_\_\_

Transferring From: \_\_\_\_\_ Transferring To: \_\_\_\_\_

Reason for Transfer (permit/magnet/FLAG/change of address...): \_\_\_\_\_

**Child Lives With: Parent/Guardian #1:**

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Child Lives With: Parent/Guardian #2:**

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**If parents are not living together, please provide the following information on the parent not living with child:**

Name: \_\_\_\_\_  Father  Mother  Other: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Does your child have a current Individualized Education Program (IEP)?  YES  NO

Is your child on a 504 Plan?  YES  NO

Are there any Legal Documents (Restraining Orders, Custody Order, Ward of Court, etc.) on file for this child?  YES  NO

Preferred Language for School-to-Home Communication: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

If move is due to address change, proof of residency must be provided.  
Please don't forget to update your child's emergency contacts on Parent Connect.

Updated: 2021



## **ELEMENTARY CAPPING LETTER (TK-6)**

The Glendale Unified School District (GUSD) welcomes you and your student(s) to Elementary School. According to District and school enrollment projections, our school is expected to be at capacity for the 2022-2023 school year.

Schools may reach capacity at individual grade levels throughout the year -- this is referred to as, "capping." Per GUSD Board Policy 5115, when capping occurs at a grade level of a school and a new student attempts to enroll at that capped grade level, the new student will be placed in another GUSD school where space is available.

### **Students entering TK:**

1. Transitional Kindergarten is offered at many but not all sites throughout the district. Your child will be enrolled at the closest available Transitional Kindergarten site to his/her school of residence. The ratio of students-to-teacher will mirror that of the Kindergarten classes. Schools may reach capacity in Transitional Kindergarten throughout the year -- this is referred to as, "capping." When capping occurs in Transitional Kindergarten and a new student attempts to enroll, the new student will be placed in another Transitional Kindergarten site where space is available.
2. Students who attend Transitional Kindergarten at one of the designated sites will return to their school of residence for Kindergarten.

### **Students entering Grade K-6:**

1. Students will be reassigned by Student Support Services to the nearest school having an opening. All reassigned students will be given priority to return to their neighborhood school the following year.
2. Student Support Services will offer students who have been reassigned the opportunity to return to their neighborhood school as space becomes available, though such students may be encouraged to complete their school year in their assigned school to maintain continuity of instruction. After May 1, reassigned students will not return to their neighborhood school until the beginning of the following school year.
3. The principal and Student Support Services shall maintain a waiting list in priority order for students desiring entry into the neighborhood school and notify parent or guardian when an opening occurs during the school year.
4. Capped students may request to remain at capped site.

**\*\*Only students with special needs may be eligible for bus transportation. GUSD does not offer transportation to students who have been capped because their home school/grade is at capacity.\*\***

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

I understand that enrollment procedures are complete for my child. I also understand that the school will notify me as soon as possible regarding my child's enrollment status for the current school year, since there is a possibility that my child will be unable to enroll at this school due to enrollment limits. My child will then be reassigned to the nearest school with an opening.

\_\_\_\_\_  
Signature of Parent/Legal Guardian