



**IN-DISTRICT TRANSFER REQUEST
DURING THE SCHOOL YEAR**
(Does not include Springwater Trail High School)

Submit this form to the District Office - 1331 NW Eastman Parkway, Gresham;
or Fax to 503-261-4553; or email to hartsock@gresham.k12.or.us

Gresham-Barlow School District
1331 NW Eastman Parkway
Gresham, OR 97030
503-261-4577
Attn: Pat

<i>Office Use</i>
Date Submitted: _____
Student ID No.: _____
Home School: _____

- **Transportation for transferred students is the responsibility of the parent**
- **You must reapply when moving from elementary to middle or middle to high**

I am requesting a transfer for _____ Grade _____ from
Name of Student (please print)
_____ School to _____ School. Last School attended _____.

Residence (not PO) address is: _____ City: _____ Zip: _____

Primary Phone _____ Email: _____

Please indicate if this transfer request is for the purpose of:

- International Baccalaureate (IB) Advanced Placement (AP)
- Other district programs _____

Reason for Request: _____

Signature of Parent or Guardian _____

Your signature indicates acceptance of the conditions of transfer as stated on the attached sheet – please keep these important guidelines for your reference.)

For Office Use

Approved Denied Date: _____

Principal/Deputy Supt: _____ Letters to Parent & School: _____

Conditions of Transfer (keep this page for your records)

SUBMIT THIS FORM TO THE DISTRICT OFFICE - 1331 NW EASTMAN PARKWAY, GRESHAM;
OR FAX TO 503-261-4553; OR EMAIL TO HARTSOCK@GRESHAM.K12.OR.US
QUESTIONS: CALL PAT AT 503-261-4577

1. In-district transfers are handled March 1-31 each year. This is considered a special request.
2. ***Transportation for transferred students is the responsibility of the family. Students may ride the bus to school by getting to a scheduled bus stop.***
3. **For a high school student - approval of this request is permanent.** Once an in-district transfer is granted, the student may not return to their home school for the duration of their high school grades.
4. Student transfers may be denied or revoked for several reasons including: overcrowding at the requested building; irregular attendance; chronic tardiness; violation of school rules; failure to make academic progress; or because the student poses a specific threat to the safety of students or staff at the requested school.
5. A parent or guardian must sign the transfer request form; this signature indicates acceptance of the district terms and conditions.
6. Parents will be notified by mail of the status of their request.
7. In-district transfer requests will not be approved during the school year for that same year except under extreme circumstances.