



IN-DISTRICT TRANSFER REQUEST SUBMIT THIS FORM MARCH 1-30, 2018

Submit this form to the District Office - 1331 NW Eastman Parkway,
Gresham; or Fax to 503-261-4553; or email to dewitz2@gresham.k12.or.us

Request must be submitted by March 30:

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

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

- **Transportation for transferred students is the responsibility of the parent**
- **Kindergarten and 1st grade transfer requests may not be approved prior to late August or the start of school when actual enrollment is known**
- **You must reapply when moving from elementary to middle or middle to high**

I am requesting a transfer for _____, who will be in grade ____ in 2018-19,
Name of Student (please print)

to attend (1st choice) _____ School OR (2nd Choice) _____ School.

Last School Attended: _____ Home School: _____

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

Primary Phone _____ Email: _____

If for high school, 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/Director: _____ 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 DEWITZ2@GRESHAM.K12.OR.US QUESTIONS:
CALL JOANIE AT 503-261-4550

1. Transportation for approved transfers is the responsibility of the family.
2. Students whose transfer requests have been approved in a prior year DO NOT NEED TO REAPPLY, UNLESS the student is moving from elementary to middle school or middle to high school.
3. Requests for in-district school transfer will be accepted March 1-30, 2018, and must reach the district office by the deadline of March 30.
4. School and District administration will consider classroom space available, as well as behavior and attendance history. Student transfers may be denied or revoked for several reasons including: overcrowding at 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. Keep in mind that Kindergarten and first grade class sizes are difficult to anticipate, so decisions on those requests are often held until late August.
7. If a parent decides to cancel an approved transfer request prior to the beginning of the next school year, please inform the district office as soon as possible, so the next student on the waiting list may be considered.
8. Cancellations after the school year begins are strongly discouraged and will be approved only in extreme circumstances. Therefore, parents and students should be committed to the transfer before they make the initial request.
9. In-district transfer requests will not be approved during the school year for that same year except under extreme circumstances.