



P.O. Box 100
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www.gervais.k12.or.us

We, with the involvement of our culturally rich community, will provide a creative, enriching and safe environment, which instills a desire to become a life-long learner and a responsible citizen.

TIME SENSITIVE LETTER

February 1, 2016

Dear Parent/Guardian,

If you are interested in having your student continue attending the same school district for the following 2016-2017 school year you will need to complete a new District Transfer Request.

Please complete one district transfer request form for each student and return it to the Gervais School District Welcome Center **prior to April 1, 2016**. Once the Superintendent has approved the transfer request, it will be forwarded on to the appropriate school district for final approval.

The requested school district will contact you via mail/phone to advise you if your student's transfer has been accepted or denied. If accepted they will advise you of further registration details for their district. If denied you will be directed back to Gervais School District for registration. **This process may take 7-10 days.**

Completed district transfer requests can be: Faxed 503-792-3626, scanned/emailed to maricruz_camacho@gervais.k12.or.us or brought to the Welcome Center, 150 Douglas Ave, Gervais.

Please contact the Welcome Center for any further questions or concerns at 503.792.3803 x1022.

Thank you,

Maricruz Camacho
GSD Welcome Center

Gervais School District is an equal opportunity educator and employer. El Distrito Escolar de Gervais es una empresa educadora de oportunidad igual.