



Spring Branch Independent School District

Valley Oaks Elementary School

8390 Westview Houston, Texas 77055
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Gary A. Henry, Principal

February 8, 2012

Dear Parent,

Our records indicate you live in Track 78 or Track 79 and as a result you will have the opportunity to apply for a transfer to Spring Branch Middle School for your student. Once you follow the established timelines for the transfer process, your initial transfer request will be granted. From that point on, each year you must resubmit the transfer application within established district timelines and all criteria must be met. One exception to this is the criteria of space. Space will not be a restriction to granting the transfer requests for students living in these Tracks.

As our guidelines clearly state, transportation is not provided for students on transfer. As a result, as transfer applications are approved, it is the parental responsibility to provide transportation to and from school. By submitting the application you are communicating that you fully understand this.

Transfer forms along with the procedures and guidelines will be located on the SBISD website in the Department of Administration by March 1st each year. If you have questions, please call Mr. Henry or Patti Pace Executive Director Elementary Administration at 713-464-1511. We will be happy to assist you.

Thank you for your continued support for Spring Branch I.S.D.

Sincerely,

Gary A. Henry
Principal
Valley Oaks Elementary

Inspiring minds. Shaping lives.