

## 2009-10 Transfer Appeals Process

### Questions & Answers

The following information applies to 2009-10 transfer appeals submitted from June 15, 2009 through September 30, 2009. **Please note:** *After the start of school, a school-based process goes into effect. The school-based process requires that parents discuss appeal issues with the principals. At that time appeal forms are submitted directly to the assigned school rather than the Enrollment Centers.*

#### **I am not satisfied with my child's assignment—what can I do?**

The first step is to talk to a staff member at an Enrollment Center (EC) or Bilingual Family Center (BFC) to review options specific to your circumstances. Depending on the time of year and the situation, re-assignment and/or wait list change may be solutions to your assignment concerns.

#### **Reassignment and wait list changes won't help me, now what?**

If alternatives under the standard assignment guidelines do not provide the desired result, please review *A Brief Guide for Disputes and Appeals* (posted on the website at <http://www.seattleschools.org/area/eso/forms/transfereppeals.xml>) and/or consult with enrollment staff to identify which process would best address your student's assignment needs. For example, medical or psychological concerns are generally referred to the process under Section 504 rather than the transfer appeal process. In cases of extreme or unique extenuating circumstances, a parent or guardian may initiate a transfer appeal.

#### **What is a reason for consideration under the transfer appeal process?**

Only extreme or unique extenuating circumstances are considered under the transfer appeal process. Transfer appeals are subject to the Seattle Public Schools assignment guidelines and are **not** granted on the basis of curriculum, convenience/ease of transportation, personal preference, perceived quality of a school, or a desired cultural population. Except in very compelling circumstances, a transfer appeal is not granted to alleviate family conditions where, in the normal course of events, the focus of the situation is a matter of family responsibility such as: child care; after-school activities; non-school appointments; and family members' health.

#### **When and where can I appeal for a transfer?**

From June 15, 2009 through September 30, 2009, you may submit your appeal to any Enrollment Center. Some requests may have to be considered under a different process. If this is the case for your request, your transfer appeal documents may be forwarded to another office for consideration. You will be informed of the referral; you may also be asked to provide additional information or documentation. To avoid unnecessary delays, make sure that the transfer appeal process is the *most* appropriate process for your request (refer to the *A Brief Guide for Disputes and Appeals*).

**What is required for a transfer appeal?**

You will need to complete a 2009-10 Transfer Appeal Request Form and provide a parent/guardian statement which answers the questions on the form. Attach support documentation when applicable. Forms are available online at [www.seattleschools.org](http://www.seattleschools.org) or any Enrollment Center. Follow all the instructions on the form and submit the completed 2009-10 Transfer Appeal Request Form with the attached documentation to an Enrollment Center.

**What kind of documentation is required?**

The documentation required depends on the declaration of circumstances. For example, a school safety issue might be documented by a police report, a restraining order, and/or a school security report. The parent/guardian is responsible for providing the documentation. A contact name and phone number is **not** adequate documentation.

**Who determines the result of my appeal?**

From June 15, 2009 through September 30, 2009, the Enrollment Planning (EP) office makes the final determination based on assignment and appeal guidelines; the information submitted by the parent/guardian; and consultations which may include school staff, administrators and other service providers.

**How long does a transfer appeal take and how am I informed of the results?**

How long a transfer appeal takes depends on the time of year, the date it is actually *received* by Enrollment Planning, and how many other transfer appeals have been received. During the busier times in late spring and early fall, a transfer appeal may take several weeks to process. During the summer, parents/guardians may submit transfer appeals, but reviews may be delayed due to limited availability of school and administrative staff and computer services (the SPS system is unavailable for two weeks while undergoing upgrades). Students *must* attend the assigned school in the fall unless notified of an assignment change. All transfer appeal results are mailed to the parent/guardian.

**What can I do if my appeal is not approved?**

Transfer appeal decisions are final. However, a parent/guardian may request to re-open an appeal by submitting new or additional information for consideration.

**Where do I submit my transfer appeal?**

From June 15<sup>th</sup> through September 30<sup>th</sup>, submit your transfer appeal request to one of these Enrollment Centers:

<b>Enrollment Services</b>	<b>252-0760</b>	John Stanford Center, Lobby, 2445 Third Avenue
<b>Bilingual Family Center</b>	<b>252-7750</b>	Aki Kurose M.S., Room 105, 3928 S Graham Street

*Enrollment Centers are open Monday through Friday, 8:30 a.m. to 4:00 p.m., with an early closure at noon on the third Wednesday of some months. Call for summer or holiday hours.*

For more information, see the SPS Web site, [www.seattleschools.org](http://www.seattleschools.org).