

2009-2010
School Assignment

Transfer Appeal Request Form

Student ID#

Received by:

Date:

Student's Last Name

First Name

Middle Name

Current Assigned School

Program

Grade

Parent/Guardian's Last Name

First Name

Relationship to Student

Street Address

City

State

Zip Code

Home Phone

Work Phone + Extension

Cell Phone/Pager

E-mail Address

Parent/Guardian Instructions:

Whenever you are requesting a transfer, the first step is to contact an Enrollment Center and inquire about the current transfer options. Regular transfers to schools with space available and changes in waiting list status are available from June through September 30th. To submit a request, follow the instructions listed for one of the two applicable time periods listed below.

From June through September, submit this appeal directly to an Enrollment Center. A complete appeal packet includes this form, your statement and (if applicable) support documentation. Enrollment staff will submit the appeal to the Enrollment Planning Office for you.

Starting in October and continuing on through the end of the school year, this *Transfer Appeal Request Form* must be submitted directly to the principal of your student's assigned school. An appeal packet includes this form, your statement, support documentation, and a Principal Review Form for Transfer Appeal. It is recommended that you schedule an appointment to discuss the issues and concerns with the principal or other school staff. An attempt to resolve school-based issues with the school is required. The principal/school staff is responsible for forwarding the appeal packet to the next step for consideration-- regardless of the principal's recommendation.

A written statement which describes the issues is required from the parent/guardian. You may use the back of this form or a separate sheet of paper. It is helpful if you address the following questions:

1. What do you see as the problem? Be specific. Attach documentation when appropriate. For example, a restraining order documenting a safety concern.
2. List the steps you have already taken to solve the problem. Summarize the results.
3. What specific conditions (not a specific school) do you think would correct or alleviate the problem?

It is recommended that the parent/guardian retain a copy of all information and documentation submitted.

Signature of Parent/Guardian

Date

