

<b>2008-2009</b> School Assignment		<b>Transfer Appeal Request Form</b>		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 current transfer options. Regular transfers to schools with space available and changes in wait list status for schools are available from May through October 2008.

**From April through September** (before school is in full session), submit this appeal directly to an Enrollment Center or Bilingual Family Center. An 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 September 15th and continuing on through June 2008** (when the school year is in session), 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 issues is required prior to forwarding a transfer appeal request to the next step for consideration. If a change of schools is still requested, principals must forward the parent/guardian's request to central administration for a final determination (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 in an attempt 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 parent/guardian retain a copy of all information and documentation submitted.\*\*\*

Signature of Parent/Guardian	Date
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