



STUDENT TRANSFER  
REVIEW BOARD

D10.00  
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## PROCEDURE

### Introduction

An appeals process is available to all parents/guardians/students to provide an opportunity to present all concerns regarding a denied request for special assignments, transfers, exemption for hardship, special education or bilingual education purposes, and to have that denial reviewed. Because student assignment is properly within the sole authority of the District, the process is an opportunity to assure that assignment decisions are made on the basis of all relevant information, and in accordance with applicable District regulations.

### Identification

It is assumed that an application for a special assignment of a transfer has been made and that the application has been denied. The first line of appeal is to discuss the denial with the person who denied the request and to ask for a review of the request within the Office of Student Placement.

### Procedure

1. Persons denied a transfer or special assignment by the Office of Student Placement may request a review of the decision by the Student Transfer Review Board.
  - A. The. Review is requested through the office of the supervisor of student placement. This may be done via telephone or in writing.
  - B. Persons requesting a review should indicate if they wish to be present for the review.
  - C. All information regarding the request is made available to the committee. This includes the student information folder and reasons why the request was denied. Additional information may be submitted by the person requesting a review either in person or in writing.
2. The student transfer review board:
  - A. Will consist of three (3) members composed of District personnel and a citizen member, with minority representation.
  - B. Reviews, requests, and schedules meetings as needed to formulate responses.



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3. The parent or student may elect .dq1 to have citizen representation or may decline to have a specific citizen or staff member serve on the board.
4. The decision of the student transfer review board:
  - A. Will be in writing.
  - B. Will be sent to the persons requesting the review and to the Office of Student Placement.
  - C. Is final.
  - D. May be reviewed by the Superintendent's designee upon request.