**Principal Review for Transfer Appeal**

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<tr>
<th>Student's Last Name</th>
<th>First Name</th>
<th>Student ID#</th>
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**Instructions For Principals:**

Only transfer appeals based on extreme or unique conditions will be considered. Transfer appeals are subject to the SPS assignment guidelines and are not granted on the basis of curriculum, convenience/ease of transportation, personal preference, perceived quality of a school, or desired cultural populations. Appeals are 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.

Transfer appeal requests must be presented to the principal of the assigned school prior to consideration by the appeals board. It is expected that most concerns can be resolved at the school level and will not require a transfer. *Note: Circumstances involving Special Education, HIB, or 504 Accommodations may require additional and/or separate processes.*

Please indicate which actions (if applicable) you or your staff have taken to resolve the parent/guardian concerns regarding their student:

**Check List:**

- [ ] Discussed concerns/issues with the parent/guardian (and the student if appropriate)
- [ ] Completed HIB process
- [ ] Gathered pertinent information from other staff involved
- [ ] Developed 504 accommodation
- [ ] Reviewed student's discipline and attendance status
- [ ] Other Accommodation/Notes: __________________

- [ ] Provided Academic Counseling (Including referral to Interagency or other programs if appropriate)
- [ ] Changed classroom/course schedule
- [ ] Developed Intervention and/or Safety plan
- [ ] Conducted Special Education/SIT Meeting

**Instructions For Parent/Guardian:**

Schedule a meeting with your student’s Principal to discuss your concerns and ask the Principal to complete this form. It is important to note that a meeting with the Principal is not a guarantee that your appeal will be granted.

Return this completed form, along with a completed transfer appeal request and your written statement describing your concerns to the Service Center:

FAX: (206) 252-0761  
Phone: (206) 252-0760  
Email: transferappeal@seattleschools.org

The parent/guardian, the student, and myself and/or my staff have worked in good faith to resolve their concerns.

The parent/guardian and I understand that the completion of this form does not guarantee that an appeal will be granted.

Principal’s Signature: 

School: 

Date: 