

Principal Review Form for Transfer Appeal



Student Name

Student ID#

Transfer appeals based on extreme or unique circumstances will be considered. Transfer appeals are subject to the SPS assignment guidelines, policy 3130SP, 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: childcare, after-school activities, non-school appointments, and family members' health.

Transfer appeals involving school-related matters require a meeting with the student's current school administrator. The school administrator should complete the Principal Review Form to provide additional information in addressing parent concerns if applicable. Completing this form does not advocate or guarantee a reassignment. **It is expected that most concerns can be resolved at the school level.** Please return the completed form to: transferappeal@seattleschools.org.

1. Please provide any necessary information involving parent/guardian concerns:

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

- ☐ Discussed concerns/issues with the parent/guardian (and the student if appropriate)
☐ Gathered pertinent information from other staff involved
☐ Completed Harassment, Intimidation, and Bullying (HIB) process (if applicable)
☐ Developed 504 accommodation
☐ Reviewed student's discipline and attendance status
☐ 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
☐ Other Accommodation: _____

3. Any additional information, resolutions or comments to share it with the Appeals Board:

****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.**

Name of Principal/Assistant Principal

School

Signature

Date