

**2016-2017**  
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:

When you wish to appeal a student's assignment, the first step is to contact the Admissions Center (AC) and inquire about current transfer options. Standard transfers to schools with space available and changes in waiting list status are available from June through August 15. After August 15, there are generally no transfers, however, if there has been a change in the student's address, transportation eligibility or program eligibility, please point this out to AC staff for options. The appeal process is applicable if you have requested a school, have been denied your request and an extreme and unique condition exists which might require priority consideration. If the transfer request is based on diagnosed medical/psychological conditions, please talk to the current school about Section 504 options.

If you choose to appeal, submit your completed appeal packet directly to the Admission Center. A complete appeal packet includes this ***Transfer Appeal Request Form, your written statement, Principal Review Form and (if applicable) support documentation.*** Please note that a contact name and phone number, a police report number, or letters of support from friends do not qualify as documentation.

If you are appealing an assignment after school has started, it is recommended that you schedule an appointment to discuss the issues and your concerns with the principal or other school staff. An attempt to resolve school-based issues with the school is required. The *Principal Review Form must be completed by your student's current school principal and MUST accompany your appeal packet.*

**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

**To Submit** In person: John Stanford Center, 2445 Third Avenue South  
(3rd and Lander)  
By FAX: 206-252-0761  
By mail: Admissions Center MS 11-161, PO Box 34165  
Seattle, WA 98124-1165

