

Principal Review for Transfer Appeal



Student's Last Name

First Name

Student ID#

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:

- | | |
|--|--|
| <input type="checkbox"/> Discussed concerns/issues with the parent/guardian (and the student if appropriate) | <input type="checkbox"/> Provided Academic Counseling (Including referral to Interagency or other programs if appropriate) |
| <input type="checkbox"/> Completed HIB process | <input type="checkbox"/> Changed classroom/course schedule |
| <input type="checkbox"/> Gathered pertinent information from other staff involved | <input type="checkbox"/> Developed Intervention and/or Safety plan |
| <input type="checkbox"/> Developed 504 accommodation | <input type="checkbox"/> Conducted Special Education/SIT Meeting |
| <input type="checkbox"/> Reviewed student's discipline and attendance status | |
| <input type="checkbox"/> Other Accommodation/Notes: _____ | |

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: servicecenter@seattleschools.org

Web: www.seattleschools.org/enrollment

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