



West Contra Costa Unified School District
Transfer Office
1108 Bissell Avenue Room 108
Richmond, CA 94801-3135
Phone: (510) 307-4535
Fax: (510) 620-2085

Dr. Wendell Greer, Ed. D.
Associate Superintendent

Pamala D. Blake
Director

Open Enrollment Transfer Appeal Form

Appeal Information: If you do *not* agree with the transfer request decision, you may appeal the denial. To protect your appeal rights, you must follow the instructions described in each step listed below. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.

***No appeals will be accepted for late transfer requests.**

STEP 1: Complete the appeal form

STEP 2: Mail or deliver to the WCCUSD Transfer Office **by May 6th, 2016.**

Your appeal must include the following documents and information:

- (1) a written statement specifying the reasons you disagree with the Transfer Office's decision, and
- (2) a copy of your transfer request denial notice.

You may either fax your appeal to (510) 236-0662, or mail your appeal to the following address:

West Contra Costa Unified School District
1108 Bissell Ave.
Richmond, CA 94801
Attn: Transfer Office

STEP 3: A written response will be mailed by **June 3rd, 2016.**

No appeals will be accepted after May 6th, 2016.




West Contra Costa Unified School District
Transfer Office
 1108 Bissell Avenue Room 108
 Richmond, CA 94801-3135
 Phone: (510) 307-4535
 Fax: (510) 620-2085

Dr. Wendell Greer, Ed. D.
Associate Superintendent

Pamala D. Blake
Director

Intra-District Appeal Form

STEP 1:

Student Name		Student ID#	
School of Residence	School Requested	Grade	
Name of Parent/Guardian		Telephone No.	
Address	City	Zip	
In this section, please explain why you disagree with the decision (you may attach another page if needed)			
Check Box If an Interpreter is Needed: <input type="checkbox"/> Language Spoken:	Signature of Parent/Guardian  _____		Date

STEP 2:

A. District Name	West Contra Costa Unified School District
B. Address	1108 Bissell Ave., Room 108
C. City/State/Zip	Richmond, California 94801
D. Name of Contact	Transfer Office
E. Telephone Number	(510) 307-4535