



West Contra Costa Unified School District
Student 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

Inter-district 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.*

STEP 1: Complete the appeal information.

STEP 2: Submit appeal forms to the Transfer Office within **14 calendar days of receipt** of the denial notice.

- (1) Your appeal must include a written statement specifying the reasons you believe the decision was incorrect, and
- (2) a copy of your request denial notice.

STEP 3: Within ten (10) calendar days the Transfer Office Director shall contact you by phone or mail.

Appeal forms may be submitted to the Transfer office by fax to (510) 620-2085, email at transferoffice@wccud.net, mail or in person to the following address:

West Contra Costa Unified School District
Transfer Office
1108 Bissell Ave. Room # 108
Richmond, CA 94801

STEP 4: If you disagree with the written decision of the Transfer Office Director, *you have 14 calendar days in which to appeal to the Associate Superintendent Office.* Your appeal must include the following documents and information:

1. a written statement specifying the reasons you believe the Transfer Office Director's decision was incorrect,
2. a copy of the Transfer Office Director's decision letter, and
3. 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: Wendell Greer

STEP 5: Within 30 calendar days after the receipt of your appeal, the Associate Superintendent's Office will mail a written decision to you.

