



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

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 email at transferoffice@wccud.net,

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.

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



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Inter-District Appeal Form

STEP 1:

Student Name		Student ID#	
District of Residence		Grade	
Name of Parent/Guardian		Telephone No.	
Address	City	Zip	
<p>In this section, please explain why you disagree with the action:</p>			
Check Box If an Interpreter is Needed: <input type="checkbox"/> Language Spoken:	Signature of Parent/Guardian		Date

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	Marin Trujillo
E. Telephone Number	(510) 307-4535