



**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

**Darlene Almeida**  
*Coordinator Student Services*

**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](mailto: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



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**Inter-District Appeal Form**

**STEP 1:**

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

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