



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

Ruben Aurelio
Executive Directors

Intra-District 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 information and attach a copy of your transfer request denial notice.
- STEP 2:** Submit it to the WCCUSD Transfer Office via email at transferoffice@wccusd.net
- STEP 3:** A written response will be mailed.



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STEP 1:

Student Name		Student ID#	
School 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	

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