



Child Welfare and Attendance
13451 N. Extension Road
Lodi, CA 95242
Phone: (209) 331.7055

Open Enrollment / 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 timeline (**10 days after receipt of denial notice**) or fail to submit the required appeal information with your appeal request, your appeal **will not** be considered. The decision of the Coordinator of Child Welfare and Attendance Office regarding any appealed Intra-District Transfer Application **shall be final and binding**.

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: A written response will be mailed no longer than 10 business days after submission.

Student Name		Student ID#	
School of Residence		Grade	
Name of Parent/Guardian		Telephone No.	
Address	City		Zip
<p>In this section, please explain why explain why your child should be granted permission to leave his/her school of residence to attend the requested school. Attach additional documentation or supporting documents as necessary.</p>			

In the space below, please state your understanding of why your Intra-District Permit Request was denied.

Check Box:
If an Interpreter
Needed:

☐

Language Spoken:

Signature of Parent/Guardian

Date

APPEAL PROCESS

Open Enrollment / Intra-District Application Transfer denial on new applications may be appealed by providing a copy of your denial notice and submitting this document to the Child Welfare and Attendance Office **within 10 days of the denial notice date.** Appeals will be reviewed by the Coordinator of Child Welfare and Attendance.

Child Welfare and Attendance

13451 N. Extension Road

Lodi, CA 95242

209.331.7055