**Template Letter for Parents:**

**Responding to Transfer Appeal Request**  
  
**Purpose:** If a parent requests to appeal a transfer decision, districts can customize this letter to notify parents of their hearing date. The district should specify if a paper appeal or in-person appeal process will be used. Please enclose a copy of the district’s student transfer policy and Oklahoma Administrative Code 210:10-1-18.1 with the letter.

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Dear [Parents’ Names]:

Thank you again for your interest in [District].

Please accept this letter as confirmation that I received your request to appeal the district’s decision to deny the transfer of [Student Name].

Your hearing with the [District] Board of Education has been scheduled for [Date], [Time] at [Location]. **As required by state law, the purpose of the hearing will be to determine if the district followed its student transfer policy (attached) when making a decision regarding your child’s transfer request.** I want to be sure you have accurate and timely information to prepare to represent your child at the hearing.

**About the Hearing (Select the one that aligns with your district’s policy.)**

Option 1 (Paper appeal): Board members will consider the appeal in executive session to protect your child’s privacy. You are asked to provide written documentation for the board that explains your concerns about how the policy was or was not followed. Please submit your documentation to [Name], [Title] no later than [date]. It can be emailed to [email address] or delivered to [address]. The district also will submit written documentation to the board.

Only board members will be present in the executive session – without parents or school administrators, including myself. Once they have discussed the matter, board members will return to public session to vote on upholding or rejecting the district’s transfer decision.

Option 2 (In-person appeal): Board members will consider the appeal in executive session to protect your child’s privacy. They will give you time to share your concerns about how the policy was or was not followed. The district will also be given time to present. Board members will then ask all parties to leave the room so they can discuss the matter. They will then return to public session to vote on upholding or rejecting the district’s transfer decision.

If you have any questions about this process, please feel free to contact [Name], [Title] at [email]. We look forward to seeing you on [hearing date].

Sincerely,

[Name]  
[Superintendent]