**Template Letter for Parents:**

**School Transfer Denied**  
  
**Purpose:** Districts can customize this letter to inform parents that their child’s transfer has been denied for one of the three reasons outlined in district policy and state law. This must occur within 30 days of receiving the transfer application. Additionally, you are required to enclose a copy of Board of Education Policy FE and Oklahoma Administrative Code 210:10-1-18.1. A phone call to the family is also highly recommended.

**Please note when establishing the appeal deadline:** The appeal period of 10 days begins three days after a denial letter is sent through the U.S. mail or the day following email or hand-delivered notification.

Dear [Parent’s Names]:

Thank you for applying for a transfer for your child, [Name]. We appreciate your interest in [District].

**Unfortunately, we must deny your transfer request at this time based on the following:**

* Enrollment in the grade you requested is currently over the district’s established capacity, in accordance with state law and [District] Board of Education Policy FE, which is enclosed.

*If you are interested in being added to a waiting list for future opening in this grade, please contact [Name], [Title] at [email].*

* Your child’s attendance record at his/her school previous school does not meet the requirements for mandatory transfer acceptance, in accordance with state law and [District] Board of Education Policy FE, which is enclosed.
* Your child’s discipline record at his/her previous school(s) does not meet the requirements for mandatory transfer acceptance, in accordance with state law and [District] Board of Education Policy FE, which is enclosed.

You have the right to appeal this decision to the [District] Board of Education; however, you must submit your request in writing by [date] to:

[Name], [Superintendent]  
[Physical Address]

The following information must be included in your appeal:

* Your name, your child’s name and your address and telephone number.
* The date you received this letter notifying you of the denial.
* Your basis for appealing the decision to the school district.
* The name, address and telephone number of your legal representative, if applicable.

To learn more, please review Oklahoma Administrative Code 210:10-1-18.1, which is enclosed.

More information about our student transfer policy is available by visiting [web address], including information about our enrollment capacity numbers. You may also contact [Name], [Title] at [phone number] to discuss the matter in greater detail.

We realize this may be disappointing news, and we appreciate your understanding. Our school team wishes you and your family the very best [for the [year] school year OR this school year]. Please know we welcome your child’s application again in the future.

Sincerely,

[Name]  
[Superintendent]