

BROKEN BOW PUBLIC SCHOOLS

BROKEN BOW STUDENT TRANSFER APPEALS PROCESS DENIAL OF TRANSFER

A parent may appeal the denial of a transfer request so long as the appeal is made within ten (10) calendar days of the notification of the written denial. If a timely appeal is made, the appeal shall be considered by the Districts board of education at its next regularly scheduled meeting. The appeal shall be considered by the board of education upon written submissions of the District and the parent. Written submissions shall state, at the minimum, the following in a statement not exceeding two pages in length.

- The date of the parent's transfer request application;
- The reasons for the denial by the District of the transfer request;
- The factual reason(s) of the District or parent as to why the transfer request was/was not properly denied; and
- The criteria set forth in the Broken Bow Schools District Policy as to propriety of the denial of the transfer request.

If the District denies the parent's appeal, the parent may appeal the board of education's decision to the Oklahoma State Board of Education within ten (10) calendar days of the notification of the denial.

- The parent shall submit to the State Board of Education and the Superintendent of the District a notice of appeal on a form prescribed by the State Board of Education.
- The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting, where the parent and a representative from the District may address the Board.