

Request for Interdistrict Appeal to Humboldt County Office of Education

Process Checklist

LEVEL 1 – Interdistrict Request

Parent/Guardian Steps

1. _____	Parent/Guardian picks up Interdistrict Form (2 pages) from either the District of Residence or online at www.hcoe.org/inter-district .
2. _____	Parent/Guardian completes page 1 and signs the Form.
3. _____	Parent/Guardian delivers or mails both pages of the Form to the District of Residence.

District of Residence Steps

4. _____	District of Residence approves or denies request in accordance with countywide agreement by completing and signing page 2 of the Form.
5. _____	If District of Residence approves the request, the District of Residence delivers or mails both pages of the Form to the Desired District.
6. _____	If District of Residence denies the request, the District of Residence returns the request to the parent/guardian. See Level II.

District of Attendance Steps

7. _____	District of Attendance approves or denies request in accordance with countywide agreement by completing and signing page 2 of the Form.
8. _____	If District of Attendance approves the request, the District of Residence delivers or mails a copy of both pages of the Form to the District of Residence and to the parent/guardian.
9. _____	If District of Attendance denies the request, the District of Attendance returns the request to the parent/guardian and a copy to the District of Residence. See Level II.

LEVEL 2 – Interdistrict Denial Appeal

Parent/Guardian Steps

10. _____	Contact the Humboldt County Office of Education at 707-445-7019 and request an Appeal Form or online at http://hcoe.org/inter-district .
11. _____	Complete the Appeal form and return to the County Office within 30 calendar days of the date parent/guardian was notified of either District’s decision to not grant the request.

Humboldt County Office of Education Steps

12. _____	Review completed materials.
13. _____	Notify parent/guardian and both Districts of either 1) The date and time of the scheduled hearing or 2) Why the request for appeal cannot go forward due to insufficient information requirements of Ed. Code 46601-03, inclusive
14. _____	Notify parent/guardian and both Districts of Board action on the Interdistrict Appeal Request.