Transfer Process
Parent/Guardian Request for Change in Teacher

Background
Florida Statutes, sections 1003.3101 and 1012.42, give a parent the right to request his or her child be transferred to another classroom teacher based on (1) personal preference or (2) the teacher’s out-of-field certification status, respectively. These statutes do not give the parent the right to choose a specific classroom teacher. Teachers with out-of-field certification are named on our district website 30 days before the beginning of the semester.

Requesting A Teacher Change
Parents may complete a “Teacher Change Request Form”, which is also available on the district website and at schools. When the form is returned to the school, the parent will be contacted to schedule a conference. After the conference, the principal will either approve or deny the request with the rationale for the denial in writing. Schools must approve or deny the transfer request within fourteen (14) days of receiving the request, regardless of whether a conference with the parent(s) has occurred prior to the expiration of the fourteen (14) day deadline.

Should the parent be dissatisfied with school’s decision, he/she may request a review of the decision by the Superintendent or his/her designee by submitting the “Appeal of Decision Regarding Request for Change in Teacher” to the school. The Superintendent or his/her designee will either uphold or reverse the school’s decision and issue a written determination within fourteen (14) days after the appeal is received. This decision is final and no other appeal is available.