



# Teacher Change Request

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.

Student Name: \_\_\_\_\_ School ID: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for Request (check one):

\_\_\_\_\_ Teacher is out-of-field

\_\_\_\_\_ Personal Preference – Please explain in the space provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit this form to the school principal.

Next Steps - You will be contacted to schedule a conference with the principal or his/her designee. While a conference is not mandatory, it is suggested. In any event, you will be provided with a written decision on your request within fourteen (14) days of the school receiving your request, regardless of whether a conference has occurred. 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.



### For office use only:

Date request received \_\_\_\_\_

Participants in the conference \_\_\_\_\_  
\_\_\_\_\_

Date of conference \_\_\_\_\_

Principal approved \_\_\_\_\_ Reassign student to \_\_\_\_\_

Parent provided with written decision of approval (date) \_\_\_\_\_

Parent accepts/withdraws (circle one) the request.

Principal denies \_\_\_\_\_ Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent provided with written decision of denial (date) \_\_\_\_\_