



**Redlands High School**  
 840 E. Citrus Avenue Redlands, CA 92374  
 Phone 909-307-5500

### Teacher Transfer Request For

We desire that all students have a satisfying and successful experience during their time at RHS, but we also understand that there are instances when a change of teacher may be appropriate. To meet this need, RHS uses a defined process for requesting a change of teacher.

Please keep the following in mind:

- This process can take several weeks. If a parent feels that issues occurring in the class are significant enough to warrant a change in teacher, the current teacher should first be made aware of the issue(s) and given the opportunity to work with the parent and student to resolve them.
- Not all change requests will be honored. Certain circumstances may require it but learning to work through issues such as teaching/learning style is a normal part of the high school, college and work-world experience. ■ As a professional courtesy and in an effort to inform the teacher's practice, the teacher will be provided a copy of the Transfer Request Form.
- A change in teacher may also require a change in the student's schedule, including switching periods and teachers of other classes.
- Under no circumstance will a change be considered if it will overload another teacher's class.
- This process must be followed completely, or the change will not be considered. **Communication by parent with the teacher is a requirement before any change will be considered. This ensures that communication has been established between the parent and teacher and that an attempt has been made to resolve the issue.**

The following steps must be followed if you would like for your request to be considered:

**Step 1:** Student, teacher and parent must communicate to discuss the request for the change and attempt to resolve any conflict/issues. If done via email, include the teacher response with initial email.

- Date of initial contact with teacher to discuss my concerns/issues: \_\_\_\_\_

**Follow-up Contact:**

\_\_\_\_\_ **In-Person/Conference** facilitated by an ADMINISTRATOR of COUNSELOR.

\_\_\_\_\_ **Email** (attach a copy)

- Additional comments for consideration \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Step 2:**

- Student and/or parent must contact counselor to check for available space in an alternate class section.

**Step 3:**

- Counselor submits completed request form to Asst. Principal for consideration/decision.

We are committed to creating and maintaining a positive learning environment for students and a fulfilling professional environment for teachers. We believe that establishing solid partnerships between parents and teachers is an important step in this process. Be assured that as your request to change teachers is considered, every attempt will be made to come to a decision that best serves all parties involved

**OFFICE USE ONLY:**

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

Transfer Request APPROVED: \_\_\_\_\_

Transfer-Request DENIED: \_\_\_\_\_ Does not meet criteria                      Class closed/at capacity                      Does not fit into schedule