



**Student Registration Center**  
Cambridge Rindge & Latin School  
459 Broadway • Cambridge, MA • 02138  
Tel. 617.349.6551 • Fax. 617.349.6552  
SRC@CPSD.US • <http://www.cpsd.us>

## Hardship Appeal Guidelines and Instructions

**Definition of a Hardship Appeal:** A Hardship Appeal is the process by which families of students in grades JK-5 and 6-8 request a hearing in an effort to expedite a school transfer due to hardship caused by their child's current school assignment. Hardships are defined below.

### Hardships:

1. **Will be granted when it is shown that the transfer is necessary for the physical or emotional safety of the student** and must be for the direct benefit of the student.
2. **Will be granted if siblings, upon initial entry to the district, cannot be admitted to the same school because no placement exists** that would accommodate all siblings. If a family chooses separate placements, at the time of registration that does not qualify as a hardship appeal. The exception is when there is a compelling reason related to the physical or emotional safety of one student for accepting a placement that causes separation.
3. **Will not be granted for parent/guardian convenience.** Parent/guardian convenience or family preference can be appropriately addressed by filing a regular transfer request.
4. **Will not be granted to override the Controlled Choice Policy.** If the Hardship Appeal is granted the student's new school assignment must have available seats and follow the Policy's requirement of SES balance.
5. **Will not be granted if it is stated that the grounds of the appeal are an attempt to gain admission to a specific school.**

### **Step One: Applying for a Hardship Appeal Hearing**

1. Complete the Hardship Appeal Form.  
*You will be **required** to provide supporting documentation with your Hardship Appeal Form. Please see below for additional documentation suggestions:*
  - Copies of report(s) of incident(s) to school administrator or staff members including number of times report/complaint was filed by parent.
  - Absence and/or tardiness reports.
  - Written timeline of events showing evidence of harm caused by the current placement, including history and evidence of family's attempt(s) to work with school officials and report(s) on the outcome after dispute resolution/mediation.



**Student Registration Center**  
Cambridge Rindge & Latin School  
459 Broadway • Cambridge, MA • 02138  
Tel. 617.349.6551 • Fax. 617.349.6552  
SRC@CPSD.US • <http://www.cpsd.us>

- A letter from a doctor or therapist, student health information, or other evidence of harm caused by the current placement.
  - Medical documentation, doctor/therapist letter, student or parent/guardian health history documentation, if hardship pertains to a parent illness or medical issue.
2. The Director of the Student Registration Center or designee will review the form and the documentation for completeness and may consult with the parents/guardians or other individuals if further clarification is needed.
  3. You will be notified whether or not your application meets the criteria for a Hardship Appeal Hearing.
    - If your request meets the criteria, you will be contacted to schedule a date for the hearing, usually scheduled within 2-6 weeks from the date of submission of the Hardship Appeal Form.
    - ***If your request does not meet the criteria, you will be notified by mail and no hardship hearing will be scheduled.***

### **Step Two: Meeting with the Hardship Committee**<sup>1</sup>

1. A group of 3 neutral staff members, who do not work for your child's school or for the Student Registration Center will hear your appeal and ask you clarifying questions.
2. You may bring family members or a support person to this meeting.
3. The Hardship Committee will make a recommendation to the Office of the Superintendent of Schools, who makes the final decision regarding all hardship appeals.

### **Step Three: Placement Options**

1. If your family is granted a Hardship, a designee of the Superintendent of Schools will work with your family to find an appropriate placement for your child.
2. If the Hardship Appeal is not granted, the decision letter will include a brief explanation as to the reason for the decision.

<sup>1</sup> All information presented at the Hardship Appeal Hearing is confidential; however, if it is stated that the reason of the hardship is due to a bullying situation, the Principal/Head of Upper School will be notified.