

# **Fort Edward Union Free School District** **Appeal of Determination/Decision**

In the event a Parent or Guardian wishes to file an appeal of a determination or decision they must complete this form and return it to the appropriate building principal. If the appealed decision is one made by the building principal, the completed appeal form should be returned to the Superintendent. Once the appeal form is received the appropriate administrator will meet with the involved staff member/s to discuss any pertinent information. The following process and timelines will be used when accepting and deciding appeals.

1. Parents and guardians will have one week from the date of the determination to make a formal appeal in writing to the appropriate principal.
2. In the event of an appeal the appropriate administrator will meet with the involved faculty and/or staff members to review the decision and any pertinent information.
3. The administrator hearing the appeal will provide, in writing, a determination of appeal to the parent or guardian within ten school days.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Type of decision/determination being appealed: (Discipline, DASA, NHS, etc.) \_\_\_\_\_

Please describe the decision/determination being appealed:

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Parent/Guardian Signature: \_\_\_\_\_

\_\_\_\_\_ **Office Use Only Below Line** \_\_\_\_\_

\_\_\_\_\_ Date Received

\_\_\_\_\_ Date written determination mailed to parent/guardian

Administrator Signature: \_\_\_\_\_