



### Brownsville Academic Center

3308 Robindale, Brownsville, TX · 78526, (956) 504-6305



### Department of Pupil Services

708 Palm Blvd., Brownsville, Tx 78521, (956) 544-3966

## Hearing Extension Request Form

- 30 Day Discretionary Removal (Send Request to BAC)       90 Day Discretionary JJAEP Placement Approved by AA (Send Request to Pupil Services Dept.)
- 45 Day Mandatory Removal (Send Request to BAC)       180 Day JJAEP Placement (Send Request to Pupil Services Dept.)

**This form must be submitted by the Appropriate Campus Administrator or CBC. Submit the request to the BAC Principal ([hhernandez@bisd.us](mailto:hhernandez@bisd.us)) or Pupil Services Department Administrator ([rampark@bisd.us](mailto:rampark@bisd.us)) accordingly at or before the 7<sup>th</sup> school day of the incident. All approved requests will expire within 7 school days of approval date. For cases involving extenuating circumstances, documentation needs to be provided on the extension request date.**

Student Name:		ID Number:		Grade Level:	
Date of Infraction:		Home Campus:		Request day:	
Requested Date for Hearing:		Total Days from Infraction to Hearing:		days	

Reason for Extension:

Home Campus Hearing Officer (**Printed Name= Electronic Signature**)      Date

**REQUIRED:** Form must be emailed accordingly using the "Electronic Signature" employee's email.

### Extension Request Outcome

Extension Request:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
Reason for Denial:				

BAC Removals-Placements / Hector Hernandez, BAC Principal      Date

JJAEP Placements / Randy Park, Pupil Services Hearing Officer      Date

Support Documents Attached	(Examples: home visit forms, phone logs, parent letter)
1.	
2.	
3.	