



Disciplinary Appeal Form

Student Name: _____ ID#: _____

Parent/Guardian: _____ Phone: _____

Today's Date: _____

Disciplinary Appeal Process:

The following steps outline the process by which a student, or parent/guardian if the student is under 18 year of age, may appeal an administrator's decision to impose a disciplinary consequence of suspension or expulsion. The student, or if the pupil is under the age of 18, the parent or legal guardian of the pupil, may file an appeal within (5) five days of the date the suspension or the expulsion was issued:

Level 1: A meeting with the administrator who assigned the consequence occurred on:

- Name of administrator assigning the suspension: _____
- Date of meeting with the assigning administrator: _____

Level 2: Complete the Disciplinary Appeal Form. Steps for filing an appeal:

- a) Inform the principal of the school of the intent to file an appeal.
- b) Complete and submit this Disciplinary Appeal Form to the principal of the school of attendance. Principal, or designee will schedule a hearing to hear the appeal of a decision of the vice principal or; forward this form to his/her immediate supervisor, or designee.
- c) A hearing will be scheduled within (5) days of the receipt of this form.
- d) The form MUST include a description of the specific reason for the appeal.

Disciplinary Action Information:

Dates of Suspension/Detention: Beginning Date: _____ Return to School Date (if applicable): _____

Reason for the appeal: (attach additional pages if needed)

Disposition of Appeal: (Completed by the District Office)

Appeal Form Received on: _____ Meeting Date with Board Designee: _____

Findings of the Disciplinary Appeal:

____ Consequence Upheld ____ Consequence Rescinded ____ Consequence Modified

Rationale for Decision: