



### 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 ([nogarcia@bisd.us](mailto:nogarcia@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 / Noe Garcia, 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.                         |   |