



2025-2026 LEVEL TWO-Final Appeal **Student Disciplinary Appeal Form**

This form is for the specific purpose of appealing a student's out-of-school suspension (OSS), placement in the CISD Disciplinary Alternative Education Program (DAEP), or expulsion to the Collin County Juvenile Justice Alternative Education Program (JJAEP). **NOTE: In-school suspension (ISS) or disciplinary consequences that do not result in removal from placement cannot be appealed beyond the campus principal. Out-of-school suspension (OSS) and placement in the CISD Disciplinary Alternative Education Program (DAEP) cannot be appealed beyond the Director of Students Services.

To appeal the decision of the campus principal at Level One, please fill out this Level Two form completely and submit it along with the Level One written response you received, to the Director of Student Services within twenty (20) school days of receiving the Level One written response, by one of the following methods.

- **Scan and e-mail or**
- **Submit in person to the Community ISD Administrative Center, 611 North FM1138, Nevada, TX 75173**

1. Student Name: _____ Parent Name: _____
Address: _____ Telephone number: _____
Email: _____

CISD campus where student was enrolled at time of disciplinary placement: _____

2. If you will be represented in this appeal hearing, please identify the person representing you:
Name: _____ Title: _____
Telephone number: _____ Email: _____

3. Please indicate which type of discipline was issued to the student and the number of days assigned:
OSS Days: _____ DAEP Days: _____

4. To whom did you present your appeal at Level One? _____
Date of hearing: _____ Date you received Level One response in writing:

Amendment to the Level One appeal is prohibited and a Level Two appeal will be limited to this information. The Director of Student Services will obtain all information that you submitted at the Level One appeal from the campus. This will be provided to the Director of Student Services at your Level Two appeal hearing. The hearing will be scheduled, and you will be contacted with that date and time.

Your child is required to serve the disciplinary placement as assigned while this appeal process is pending - filing an appeal does not postpone the placement. The appeals process is only afforded to students who are enrolled in CISD or JJAEP. If a student is withdrawn prior to a requested or scheduled appeal hearing, the hearing will be canceled.

Parent Signature: _____ Date appeal filed: _____