STUDENT/PARENT DISCIPLINE APPEAL FORM: *LEVEL ONE*

This form is for the specific purpose of appealing a student's out-of-school suspension (OSS) or placement in the Disciplinary Alternative Education Program (DAEP). You may add pages to this form as needed. To file this appeal, please fill out the form completely and submit it, by email or in person, to both the principal of the campus your child attends and LISD Student Services (studentservices@lisd.net or 1565 W Main St Lewisville,TX 75067). Appeal form must be submitted within three (3) school days of being informed of the discipline decision.

1.Student Name: _____

Parent Name: _____

Address: _____

Telephone number: _____ Email: _____

LISD 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 your student and the number of days assigned:

OSS Days: _____

DAEP Days: _____

JJAEP Days: _____

4. Meeting or conference to discuss the behavior subject to discipline:

Administrator who meet with you: _____ Date of that meeting: _____

5. Date the administrator issued the order regarding your student's disciplinary placement: _____

6.. Please state the outcome you seek with this appeal (i.e. entirely remove the disciplinary consequences, reduce the number of assigned days, etc.):

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7. Please state the specific reasons why you disagree with the administrator's decision regarding your child's discipline (attach additional pages to this form as needed):

Signature of Parent: _____ Date appeal filed: _____

Amendment to the Level One appeal is prohibited for any further appeals. Appeals at Level Two and Three will be limited to the information you provide for Level One. Please be sure all relevant information has been provided for consideration at Level One.

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 LISD. If a student is withdrawn prior to a requested or scheduled appeal hearing, the appeal will not take place.