COMMUNITY ISD
972-843-6000 | 611 FM 1138 North, Nevada, Texas 75173

LEVEL ONE

Disciplinary Appeal Form

This form is for the specific purpose of appealing a student's in-school suspension (ISS), out-of-school suspension (OSS) placement in the Disciplinary Alternative Education Program (DAEP) or the Juvenile Justice Alternative Education Program (JJAEP). You may add pages to this form as needed. To file this appeal, please fill out the form completely and submit it to the principal of the campus your child attends by email or in person, within *sixty (60) school days of being informed of the discipline decision.*

Student Name	
Parent Name	
Address	
City, State, ZIP	
Phone	
email	
Campus enrolled	

If you will be represented in this appeal hearing, please identify the person representing you.

Representative's Name	
Representative's Title	
Address	
City, State, ZIP	
Phone	
email	

Please indicate which type of discipline was issued to your student and the number of days assigned:

Type of Discipline	*Number of Days Assigned*
In School Suspension (ISS)	
Out of School Suspension (OSS)	
Disciplinary Alternative Education Placement (DAEP)	

Please share information regarding your meeting with the school administrator

Name of Administrator with whom you met	
Date of Meeting	
Date Disciplinary Order was issued	

Please state the outcome you seek with this appeal (i.e. removal of disciplinary consequences, reduction of length of term of the assignment, etc…)

Please state the specific reasons why you disagree with the administrator's decision regarding your child's discipline.

_____ _____

Signature of Parent/Guardian **Date**

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 If a student is withdrawn prior to a requested or scheduled appeal hearing, the appeal will not take place.