

Frederick County Public Schools

191 South East Street
Frederick, Maryland 21701

Out-of-District Appeal Information Form - Superintendent Designee Level *Reference FCPS Regulation 400-15*

4-205(c) Appeal

An appellant may use this form to provide their basis for appeal. The form should be sent to the Director of Student Services, who serves as the Superintendent Designee at Department of Student Services, 5898 Hannover Drive, Frederick, MD 21701 or email to outofdistrict@fcps.org within 10 days of the occurrence of the Out-of-District decision.

FCPS Regulation 400-15 which states in Section II, Procedure E “...The standard of review in appeals is whether the decision is arbitrary, unreasonable or illegal. The appellant has the burden of persuasion to provide evidence submitted on the appeal form that supports the position that the decision was arbitrary, unreasonable or illegal.”

1. Appellant’s name, address, and daytime telephone number (to be provided for each appellant):

Name: _____

Address: _____

Telephone: _____

2. Provide a concise statement of the issues and specific areas you are disagreeing with regarding the decision or action.

3. Provide a concise statement of facts to support your appeal:

4. State all laws, policies, regulations, etc. which you believe have been violated in this case and how:

5. Identify and attach all documents on which you will rely in presenting your appeal.

6. State the relief or remedy you want from the Superintendent Designee in this appeal.

Appellant Signature

Date

Note: Reference FCPS Regulation 400-15