An appellant may use this form to provide a factual and legal basis for the appeal. The form should be sent to the Board of Education, 191 South East Street, Frederick, MD 21701 within 30 days of the occurrence of the matter being appealed.

1. Appellant’s name, address, and daytime phone number (to be provided for each appellant):
   
   Name: ________________________________________________________________
   
   Address: ___________________________________________________________________________
   
   Phone: __________________________________________________________________________

2. The date of the Superintendent’s (or designee’s) decision:
   ___________________________ ___________________________

3. Provide a concise statement of the issues and specific areas you are disagreeing with regarding the Superintendent’s (or designee’s) decision.
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

4. Provide a concise statement of facts to support your appeal.
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

5. State all laws, policies, regulations, etc. which you believe have been violated in this case and how.
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
6. Identify and attach all documents on which you will rely in presenting your appeal.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

7. State the relief or remedy you want from the Board of Education in this appeal.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

____________________________________________________  ______________________________________
Appellant Signature                                  Date

See Board Policy 105 for additional information on the appeal process.