



MONROE COUNTY SCHOOL DISTRICT
Notice Of Appeal Of Decision Regarding Student

Form with two columns: APPEALING PARTY and STUDENT INFORMATION. Includes fields for Printed Name, Address, City/State/ZIP, Telephone, Social Security/Student No., School, and Class/Grade.

Main appeal text area: I am appealing the decision of the [] principal [] child study team concerning proposed intervention strategies for school nonattendance related to the student named above. I believe the intervention strategies are unnecessary or inappropriate because:
Date: _____ Signature: _____

Received By: _____ Date: _____
From: [] Appealing Party [] Student Method: [] In Person [] By Mail
Forwarded To: _____ Date: _____

NOTICE OF REVIEW OF APPEAL
A review of the above appeal will be held by a reviewing official as follows:
Day: _____ Date: _____ Time: _____ Location: _____
Reviewer: _____ Reviewer's Telephone: _____
Please see the reverse concerning the procedures to be followed during the review. Should you have any questions, please contact the above-named reviewer at the telephone number listed.
MAILED/DELIVERED TO THE APPEALING PARTY ON _____
Form F, Side 1. Rev. 01/22/02 Signature/Title



Procedures to be followed during the Review of Parent Appeal

1. Notice is sent to the parent(s) including day, date, time and location of review.
2. The meeting is convened by a reviewing official as designated by the Superintendent.
3. Parent(s) are given a copy of Monroe County School District Attendance Policy Form C *Notice of Rights and Responsibilities of Parents and Guardians Regarding School Attendance*.
4. The student's official attendance record as recorded in the Monroe County School District TERMS Student Database will be examined.
5. A copy of the student's Attendance Policy Form I *Student Service Team Documentation of Truancy Intervention* will be reviewed with specific attention given to documented intervention strategies proposed and/or implemented by the Student Service Team.
6. Parent(s) will be asked by the reviewing official to describe their opposition to the intervention strategies as written on Form I. The reviewing official will ask why parent(s) feel that the interventions are unnecessary or inappropriate for their child.
7. Parent (s) will be asked by the reviewing official if there is any further documentation of excused absence or explanation of individual circumstance that the parent(s) would like to share as part of this proceeding.
8. The meeting will be concluded by the reviewing official.

Within three days of the Review of Parent Appeal, the reviewing official will submit a written recommendation for final action to the Superintendent. A copy of this recommendation will be mailed to the parent(s) and to the Principal of the student's school.

Form F, Side 2.