APPEAL FORM

Parents and guardians of school district students have the right to appeal decisions made at the school or central office  level, as outlined in the attached procedures. In order to complete an appeal, complete both pages of this form and submit  it, in person, at 440 N. Broad Street, Suite 243, or by email to parentappeals@philasd.org.

Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Number:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Current School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Identification #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Does your child currently receive any of the following supports? *(Check appropriate box)***

□ 504 Service Agreements

□ Individualized Education Plan (IEP)

□ School Therapeutic Services (STS)

□ English Language Learners (ELL)

**Please check the type of decision you are appealing:**

□ Disciplinary Transfer

□ Programmatic Transfers

□ Neighborhood School Transfers

□ School Selection

□ Homelessness Designation

□ Parental Exclusion Letters

□ Bullying/Harassment Findings

**What decision was made and why do you believe it was not appropriate for your child?**

*Please include a copy of the letter you received.*

**What outcome are you seeking?**

**What information do you have to support the outcome you are seeking?**

*Please attach all documentation. For example, school selection requests should include the 7th grade report card and standardized test scores.*