



Notice of Right to Appeal

Parents have a right to appeal a denial of Homeless Education services. All appeals of Homeless Education Services must adhere to the following hierarchy and timeline.

Level I: Complete the attached Appeal Form and return it to the school principal within 14 calendar days of the date on the written notification of denial. The principal will reconsider the decision and make a new decision as soon as possible, but not more than five (5) school days after the appeal was received. The principal will respond to the appeal in writing, either granting the request or upholding the denial.

Level II: Parents dissatisfied with the principal's appeal decision may appeal to the Office of Appeals, within 14 calendar days of the date on the written notification of denial from the school principal. The appeal should be submitted to: **Office**

of Appeals

14201 School Lane,
Upper Marlboro, MD 20777
Office: (301) 952-6195
Fax: (301) 952-6765

The Office of Appeals will reconsider the principal's decision and make a new decision as soon as possible but not more than 10 school days after the appeal was received. The Office of Appeals will respond to the appeal in writing, either granting the request or upholding the denial.

Level III: Parents dissatisfied with the decision of the Office of Appeals may appeal to Prince George's County Public School's Board of Education within 30 calendar days of the date on the written notification of denial. Parents must submit a written request for appeal which includes a detailed explanation of , which will be attached to the decision of the Office of Appeals, and submit it to:

Prince George's County Public Schools' Board of Education

14201 School Lane,
Upper Marlboro, MD 20772
Office: (301)952-6116.
Fax: (301) 952-6114.

A hearing before the Board of Education (or its appeal panel) will be scheduled and parents will be given an opportunity to make an oral appeal. The Board of Education will reconsider the decision and make a new decision as soon as possible but not later than 45 days after the appeal was received. The Board of Education will respond to the appeal in writing, either granting the request or upholding the denial.

Level V: Parents dissatisfied with the decision of the PGCPS Board of Education may appeal to the Maryland State Board of Education (MSDE) within 30 calendar days of the date on the written notification of denial. Parents must send a letter and a copy of the PGCPS Board of Education's decision to:

Maryland State Board of Education

200 West Baltimore Street
Baltimore, Maryland 21201
Attention: Appeal

Parents may also choose to call the MSDE Office of the Attorney General: (410) 576-6465

Please note, if the appeal concerns placement, your child may continue to attend the school you have selected during the appeals process. Your child will receive transportation to the school of origin, if that is the school you have selected. If the appeal concerns your child's right to receive transportation, he or she will continue to receive this service during the appeal process.

HOMELESS EDUCATION APPEAL FORM

School Name: _____ Student Name: _____
_____ Student ID _____ Student Address: _____

Name of Person Requesting Appeal: _____ Relationship to Student: _____
Telephone number: _____
Alternate contact number: _____

Date Homeless Education Services were requested: _____
Services requested:

Reason for appealing the denial of Homeless Education Services:

Signature: _____ Date: _____

To be completed by School Principal
(No more than five days after receipt of appeal)

- Request granted
- Denial is upheld based upon the following reason(s):

Principal Name: _____ Principal
Signature: _____ Date: _____

If you are dissatisfied with this decision, sign below and send this form to the Office of Appeals, 14201 School Lane, Upper Marlboro, MD 2077; fax: (301) 952-6765.

- I do not agree with this decision and wish to appeal to the Office of Appeals.

Parent Signature: _____ Date: _____