

WIRT COUNTY SCHOOLS

Citizen's Appeal

Level I

*This form is to be completed only after an informal conference with the principal or administrator in charge. The appeal procedure approved by the West Virginia Board of Education should be reviewed prior to submitting a formal appeal. Copies are available at the office of the State Superintendent of Schools, the office of the County Board of Education, and at each public school.

CITIZEN(S) APPEAL

_____	_____	_____
Name	Address	Phone
_____	_____	_____
Name	Address	Phone

(Note: If more than two citizens are filing the appeal, the names, addresses, and signatures are to be given on the reverse side of this form.)

INFORMATION REGARDING APPEAL

An "appeal" is a claim by one or more citizens of a violation of state law or the policies, rules, and regulations of the West Virginia Board of Education.

Please identify the state law or the policy, rule, or regulation of the State Board of Education claimed to have been violated.

In the space provided below, briefly describe the problem or concern, how it affects you, and how you think it should be corrected (additional information may be attached).

Date

Signature(s)

WIRT COUNTY SCHOOLS

CITIZEN'S APPEAL

LEVEL II

(To the County Superintendent)

For a level II appeal to be considered, it must be presented to the County Superintendent within fifteen days after receiving the decision from Level I. While the original claim may not be altered greatly in content or wording, additional supportive information may be provided.

CITIZEN(S) MAKING APPEAL

_____	_____	_____
Name	Address	Phone

_____	_____	_____
Name	Address	Phone

_____	_____
Date	Signature(s)

Note:

Upon receipt of this appeal, the County Superintendent or his/her designee(s) shall have a conference with the citizen(s) in an attempt to resolve the appeal.

WIRT COUNTY SCHOOLS

CITIZEN'S APPEAL

LEVEL III

(To The County Board of Education)

*For a Level III appeal to be considered by the County Board of Education, it must be presented to the County Superintendent within fifteen days after receiving the decision from Level II. While the original claim may not be altered greatly in content or wording, additional supportive information may be provided.

CITIZEN(S) MAKING APPEAL

_____	_____	_____
Name	Address	Phone

_____	_____	_____
Name	Address	Phone

_____	_____
Date	Signature(s)

REQUEST FOR HEARING

Citizen(s) are entitled to a hearing before the County Board of Education if requested at the time the Level III appeal is filed.

I/we do -- _____, do not _____ request a hearing before the County Board of Education.

_____	_____
Date	Signature(s)

WIRT COUNTY SCHOOLS

CITIZEN'S APPEAL LEVEL IV

(To The County State Superintendent of Schools)

*If the citizen(s) is/are not satisfied with the decision of the County Board of Education at Level III, that decision may be appealed to the State Superintendent of Schools, if filed within thirty days. The citizen(s) shall include with this form a statement of basic facts related to the appeal plus copies of the appeals and decisions at all lower levels, available transcripts of hearings, and any other supportive information. A copy of all information provided the State Superintendent shall, at the same time, be transmitted to the County Superintendent of Schools.

CITIZEN(S) MAKING APPEAL

_____	_____	_____
Name	Address	Phone

_____	_____	_____
Name	Address	Phone

RESPONDENT

_____	_____
County Board of Education	County Superintendent

At the request of either party, a hearing shall be conducted by the State Superintendent or his/her designated hearing officer.

I/we do _____, do not _____ request a hearing before the State Superintendent of Schools or his/her designated hearing officer on this appeal.

I/we do _____, do not _____ request a hearing before the State Superintendent of Schools or his/her designated hearing officer on this appeal.

I/we do hereby swear that the matters set forth in this appeal are true insofar as is known. I/we certify that a copy of this Level IV appeal and accompanying information have been provided the County Superintendent of Schools.

_____	_____	_____	_____
Date	Signature	Date	Signature