**Credit Flexibility Appeals Process (Form D)**

Student completes this form

Should a student and or parent/guardian have a disagreement with a decision or action of the District Credit Flexibility Committee, teacher of record, or school system regarding any aspect of the credit flexibility procedures and guidelines, they may make a written appeal and have the right to a hearing.

Appeals must be formally written and submitted to the District Credit Flexibility Committee. The appeals will be reviewed by the District Credit Flexibility Committee.

The student filing the appeal and his or her parent/guardian shall be given an opportunity to present concerns and recommendations to the committee. The committee will review appeals within 10 school days from the date the appeal was submitted in writing. The decision of the committee shall be final unless overturned by the Superintendent and Board of Education or a directive from an appeal filed with the Ohio Department of Education.

**Credit Flexibility Appeal Form**

1. Name of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Reason(s) Given for Denial/Decision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. Reason(s) for Appealing this Denial/Decision (Completely explain your reasons for appealing.)

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4. Do you request a hearing? No \_\_\_\_\_ Yes \_\_\_\_\_

5. Date of Denial/Decision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Appeal Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criteria Used to Evaluate an Appeal**

* Was the appeal submitted by the appropriate due date?
* All parts of the appeals form have been completed.
* Reasons for appeal are directly related to the denial/decision.