

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**4 – BYLAW
APPENDIX 4.1
Appeal Procedure**

NOTICE OF APPEAL – APPEAL PROCEDURE

Pursuant to Section 11 of the *School Act* and Board Bylaw and Regulation, the appellant (parent and/or student) is requested to complete this notice of appeal form.

Name (student)

Name (parent/guardian)

Email

Address

Postal Code

Telephone

School

Grade

Description of Decision Being Appealed and its effect on the student.

Date person making appeal was advised of decision: _____

Name of employee who made the decision: _____

Grounds for Appeal and Change(s) or Remedy Sought
(you may attach additional pages if required):

Steps Taken to Date to Resolve the Issue (✓)

- | | |
|--|-------------|
| <input type="checkbox"/> Step 1: parent/student meeting with employee | Date: _____ |
| <input type="checkbox"/> Step 2: parent/student meeting with school administration | Date: _____ |
| <input type="checkbox"/> Step 3: parent/student meeting with district administration | Date: _____ |
| <input type="checkbox"/> Step 4: parent/student meeting with Superintendent | Date: _____ |

Employee's, Principal's or District Administrator's Comments

Are you requesting an oral hearing? yes no

If you require any special accommodations (ie interpretive services) please indicate below.

Signature of Student

Date

Signature of Parent/Guardian

Date

Signature of Principal or
District Administrator

Date

Signature of Superintendent
or Designate

Date

- Copy #1: Parent/Student**
- Copy #2: Employee**
- Copy #3: Superintendent**