

Permit Appeal Process
Policy 500.30 – Open Enrollment

Appeal: The determination of the open enrollment transfer request, may be appealed to a three-person District Enrollment Appeal Panel appointed by the Superintendent or the superintendent's designee.

1. A written appeal must be made to the superintendent's designee with ten (10) business days of the day the open enrollment transfer acceptance or rejection is mailed to the student and parent/legal guardian.
2. The appeal panel shall review the determination of the school administrator and any documents submitted by the student.
3. The appeal panel may affirm the decision of the school administrator or amend the determination.
4. The appeal panel's decision shall be issued within twenty-one (21) business days of receipt of the student's written appeal.

Appeal to the Board of Education: The decision of the District Enrollment Appeal Panel may be appealed in writing to the Board of Education only for procedural error or to submit any new evidence.

1. The written appeal must be submitted within ten (10) business days of receiving the decision of the District's appeal panel.
2. The Board of Education shall review written appeals submitted at the next available Board meeting.