



# Out-of-District Appeal Information Form

## Superintendent Designee Level 4-205(c) Appeal

Frederick County Public Schools  
Office of Student Services  
191 South East Street  
Frederick, Maryland 21701

FCPS Form 400-15F03  
[Regulation 400-15](#)  
January 2024

Clear Form

An appellant may use this form to provide their basis for appeal. Within 10 days of the occurrence of the Out-of-District decision, this form should be sent to the Superintendent's Office, 191 South East Street, Frederick, MD 21701 or emailed to [superintendent@fcps.org](mailto:superintendent@fcps.org). Appeals are heard initially by the Director of Student Services, with the Deputy Superintendent serving as the Superintendent's Designee for a second level of appeal.

The Superintendent's Designee's draft letter in response to the appeal will be sent to the Superintendent and Chief Legal Counsel prior to distribution to the individual(s) who filed the appeal.

*FCPS [Regulation 400-15](#) which states in Section II, Procedure E ". ...The standard of review in appeals is whether the decision is arbitrary, unreasonable or illegal. The appellant has the burden of persuasion to provide evidence submitted on the appeal form that supports the position that the decision was arbitrary, unreasonable or illegal."*

1. Appellant's name, address, and daytime telephone number (to be provided for each appellant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

2. Provide a concise statement of the issues and specific areas you are disagreeing with regarding the decision or action:

3. Provide a concise statement of facts to support your appeal:

4. State all laws, policies, regulations, etc. which you believe have been violated in this case and how:

5. Identify and attach all documents on which you will rely in presenting your appeal.

6. State the relief or remedy you want from the Superintendent Designee in this appeal.

\_\_\_\_\_  
Appellant Signature  
*(By typing your name above, you accept the terms of the appeal)*

\_\_\_\_\_  
Date