



# Appeal Information Superintendent (or Designee) Level

Clear Form

Board of Education of Frederick County  
191 South East Street  
Frederick, Maryland 21701

FCPS Form 105-02F  
[Policy 105](#)  
August 2024

An appellant may use this form to provide their basis for appeal. The form should be sent to the Superintendent of Schools, 191 South East Street, Frederick, MD 21701 within 30 calendar days of the occurrence of the matter being appealed.

- 1. Appellant’s name, address, and daytime phone number (to be provided for each appellant):

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

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

Phone: \_\_\_\_\_

- 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 in this appeal.

7. Name of MSEA UniServ Director, if applicable.

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Appellant Signature

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Date

See [Board Policy 105](#) for additional information on the appeal process.