



Appeal Form: **Board of Education** 4-205(c) Appeal

Board of Education of Frederick County

191 South East Street

Frederick, Maryland 21701

FCPS Form 105-Board

[Policy 105](#)

October 2025

Clear Form

DIRECTIONS

Before completing this form, please review [Board Policy 105](#), *Appeal and Hearing Procedures*, which explains your rights, the types of matters that may be appealed, required timelines, and procedural rules. For appeals filed under § 4-205(c), the appellant bears the burden of demonstrating that the Superintendent's decision was arbitrary, unreasonable, or illegal. All appeals must be filed within **30 calendar days** of the Superintendent's decision; late submissions will not be accepted.

APPEAL INFORMATION *(Please Print)*

Name of Appellant	
Mailing Address	
Email Address	
Preferred Phone Number	

APPEAL INFORMATION *(Please Print)*

Date of Appeal to the Superintendent	
Date of Decision You are Appealing Made by the Superintendent	
Please include a copy of the decision you are appealing	

APPEAL DESCRIPTION *(Please Print)*

A concise statement of the issues you are raising.

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Citation of any laws, policies, regulations, or rules you believe were violated, and how.

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A concise statement of the facts supporting your position.

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A statement indicating whether you agree or disagree (in whole or in part) with the Superintendent's findings, and which facts you dispute, if any.

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A statement of the relief or remedy you are seeking (the outcome you want the Board to order).

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Copies of all relevant documents or evidence. List by name and attach to this appeal filing.

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Signatures

Appellant Signature (Digital Accepted)	
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Date of Appeal	
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Completed Forms

Submit your completed appeal form and supporting documents to the Board of Education by the required deadline.

The form should be sent electronically to:

Board@fcps.org

If hard copy submission is preferred, documents should be mailed to
Frederick County Public Schools Board of Education
191 South East Street
Frederick, MD 21701

*Incomplete appeals may be dismissed.
Late submissions will not be considered.*

How the Appeal Will Be Heard

The Board will determine whether the matter is decided on written arguments only, supplemented with oral argument, or requires full evidentiary hearing. The Board will issue its decision in writing.