



Appeal Form: **Superintendent Level**

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

FCPS Form 105-02F
[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, the appellant bears the burden of demonstrating that the decision was arbitrary, unreasonable, or illegal. All appeals must be filed within **30 calendar days** of the occurrence of the 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 Incident or Decision Being Appealed	
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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 Superintendent 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)	
Date of Appeal	

Completed Forms

Submit your completed appeal form and supporting documents to the Superintendent by the required deadline.

The form should be sent electronically to:

Superintendent@fcps.org

If hard copy submission is preferred, documents should be mailed to

Frederick County Public Schools

Superintendent of Schools

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 Superintendent will identify an appropriate designee to hear the appeal and determine whether the matter is decided on paper or will receive an in-person hearing. The Superintendent will issue a decision in writing.