



Appeal Form
Student Discipline for Suspension
More than 10 Days or Expulsion
7-305(c) Appeal

FCPS Form 105-F04
Student-7-305(c)
[Policy 105](#)
October 2025

Clear Form

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

DIRECTIONS

Before completing this form, please review [Board Policy 105](#), *Appeal and Hearing Procedures*, [Regulation 408-01](#), *Suspension and Expulsion*, and [FCPS Regulation 403-01](#), *Student Discipline*, which explains your rights, the types of matters that may be appealed, required timelines, and procedural rules. All appeals must be filed within **10 school days** of the occurrence of the decision; late submissions will not be accepted.

Note: Please use page 3 for extra space.

APPEAL INFORMATION (Please Print)

Name of Appellant	
Mailing Address	
Email Address	
Preferred Phone Number	

EVENT INFORMATION (Please Print)

Name of Student	
School Name	
Date of Event Leading to Suspension	
Date of Due Process Conference with Superintendent's Designee	
Date of Decision by Superintendent's Designee	

Please include a copy of the decision you are appealing

APPEAL DESCRIPTION (Please Print)

Briefly describe the reason you are appealing the decision in this matter. *Limit: 1000 characters.*

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Citation of any laws, policies, regulations, or rules you believe were violated, and how. *Limit: 1000 characters.*

A concise statement of the facts supporting your position. *Limit: 1000 characters.*

A statement of the relief or remedy you are seeking (the outcome you want the Superintendent to order). *Limit: 1000 characters.*

Copies of all relevant documents or evidence. List by name and attach to this appeal filing. *Limit: 1000 characters.*

Signatures

Appellant Signature (Digital Accepted)

Date of Appeal

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.*

Additional space as needed. Limit: 5000 characters.