



Appeal Form
Student Discipline
For Suspension of 10 Days or Less
4-205(c) Appeal

FCPS Form 105-F03
Student-4-205(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.

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 Suspension Being Appealed	
<i>If the suspension was made by the assistant principal, you must first appeal to the principal prior to submitting this form.</i>	
Date of Appeal to Principal	
Date of Principals Decision	

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.*

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

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

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

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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 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. A designee will be assigned to hear your appeal and a decision will be issued in writing.

Additional space as needed. Limit: 5000 characters.