



Appeal Form

Initial Out-of-District Transfer

Clear Form

Frederick County Public Schools
Department of Student Services
5898 Hannover Drive
Frederick, Maryland 21703

FCPS Form 400-15-F02
Regulation [400-15](#)
March 2026

DIRECTIONS

Before completing this form, please review [Superintendent's Regulation, 400-15, Out of District Enrollment](#), which explains your rights, the types of matters that may be appealed, required timelines, and procedural rules. The standard of review in appeals is whether the decision is arbitrary, unreasonable, or illegal. The appellant has the burden of persuasion. An individual who wishes to appeal the decision of the pupil personnel worker may do so by filing this appeal form within ten (10) calendar days with the Director of Student Services acting as the Superintendent's Designee.

STUDENT INFORMATION (Please Print)

Student Name	
Current Grade	
Current School	
Requested School	

APPEAL INFORMATION (Please Print)

Name of Appellant	
Mailing Address	
Email Address	
Preferred Phone Number	

APPEAL INFORMATION (Please Print)

Date Decision Being Appealed	
Name of Pupil Personnel Worker (PPW)	

APPEAL DESCRIPTION (Please Print)

A concise statement of the issues you are raising. *Limit 1000 characters*

Citation of any laws, policies, regulations, or rules you believe were violated, and how. <i>Limit 1000 characters</i>	
A concise statement of the facts supporting your position. <i>Limit 1000 characters</i>	
A statement indicating whether you agree or disagree (in whole or in part) with the PPW's findings, and which facts you dispute, if any. <i>Limit 1000 characters</i>	
A statement of the relief or remedy you are seeking (the outcome you want the Director/Designee to order). <i>Limit 1000 characters</i>	
Copies of all relevant documents or evidence. List by name and attach to this appeal filing. <i>Limit 1000 characters</i>	

Signatures

Appellant Signature (Digital Accepted)	
Date of Appeal	

Completed Forms
 Submit your completed appeal form and supporting documents to Student Services by the required deadline. The form should be sent electronically to:
outofdistrict@fcps.org

If hard copy submission is preferred, mail documents to:
 Frederick County Public Schools
 Office of Student Services
 191 South East Street
 Frederick, MD 21701

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

The Department of Students Services will hear the appeal and issue a decision in writing.

Additional space as needed. Limit: 5000 characters.