Notice of Right to Appeal

Parents have a right to appeal a denial of Homeless Education services. All appeals of Homeless Education Services must adhere to the following hierarchy and timeline.

**Level I:** Complete the attached Appeal Form and return it to the school principal within 10 calendar days of the date on the written notification of denial. The principal will reconsider the decision and make a new decision as soon as possible, but not more than five (5) school days after the appeal was received. The principal will respond to the appeal in writing, either granting the request or upholding the denial.

**Level II:** If the principal does not issue a written decision within five days or if the parent is dissatisfied with the principal’s decision, the parent may file an appeal to the Office of Appeals, within 10 calendar days of the date on the written notification from the school principal. The appeal should be submitted to:

**Office of Appeals**
14201 School Lane,
Upper Marlboro, MD 20777
Office: (301) 952-6195
Fax: (301) 952-6765

The Office of Appeals will reconsider the principal’s decision and make a new decision as soon as possible but not more than 10 school days after the appeal was received. The Office of Appeals will respond to the appeal in writing, either granting the request or upholding the denial.

**Level III:** Parents dissatisfied with the decision of the Office of Appeals may appeal to Prince George’s County Public School’s Board of Education within 30 calendar days of the date on the written notification of denial. Parents must submit a written request for appeal which includes a detailed explanation of, which will be attached to the decision of the Office of Appeals, and submit it to:

**Prince George’s County Public Schools’ Board of Education**
14201 School Lane,
Upper Marlboro, MD 20772
Office: (301)952-6116
Fax: (301) 952-6114

A hearing before the Board of Education (or its appeal panel) will be scheduled and parents will be given an opportunity to make an oral appeal. The Board of Education will reconsider the decision and make a new decision as soon as possible but not later than 45 days after the appeal was received. The Board of Education will respond to the appeal in writing, either granting the request or upholding the denial.

**Level IV:** Parents dissatisfied with the decision of the PGCPS Board of Education may appeal to the Maryland State Board of Education (MSDE) within 30 calendar days of the date on the written notification of denial. Parents must send a letter and a copy of the PGCPS Board of Education’s decision to:

**Maryland State Board of Education**
200 West Baltimore Street
Baltimore, Maryland 21201
Attention: Appeal

Parents may also choose to call the MSDE Office of the Attorney General: (410) 576-6465.

*Please note, if the appeal concerns placement, your child may continue to attend the school you have selected during the appeals process. Your child will receive transportation to the school of origin, if that is the school you have selected. If the appeal concerns your child’s right to receive transportation, he or she will continue to receive this service during the appeal process.*
McKinney-Vento Program Appeal Form

School Name: ____________________________________________________________
Student Name: ____________________________________ Student ID __________
Student Address: __________________________________________________________

Name of Person Requesting Appeal: _______________________________________
Relationship to Student: _________________________________________________
Telephone number: ________________________________ Alternate contact number: ________________

Services requested:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Reason for appealing the denial of homeless education services:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Signature: ________________________________ Date: ________________

To be completed by School Principal
(No more than five days after receipt of appeal)

☐ Request granted
☐ Denial is upheld based upon the following reason(s):
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Principal Name: ________________________________________________________
Principal Signature: ________________________________ Date: ________________

If you are dissatisfied with this decision, sign below and send this form to the
Office of Appeals, 14201 School Lane, Upper Marlboro, MD 20777; fax: (301) 952-6765.
Appeal must be sent within 10 calendar days of the date on the written notification from the school principal.

☐ I do not agree with this decision and wish to appeal to the Office of Appeals.

Parent Signature: ________________________________ Date: ________________

Revised 10/2019