

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS  
Board of Education  
Upper Marlboro, Maryland

5116  
Policy No.

BOARD OF EDUCATION POLICY

STUDENTS

Appeal Process of Student Transfer Requests

If the Office of Student Transfers denies a transfer request, the parent or legally constituted guardian may appeal the decision in writing to the Office of Appeals, which serves as the designee of the Superintendent. The Office of Appeals must receive appeals within five (5) days of the date of the decision letter from the Office of Student Transfers. The appeal should state the reason(s) for seeking review of the decision. The appealing party may include additional information for consideration. The Office of Appeals will issue a decision on behalf of the Superintendent on the basis of documentation provided and any telephone or personal conferences that may have taken place through the Office of Appeals.

An appeal from the decision of the Office of Appeals to the Board of Education must be made in writing and received by the Board Office within ten (10) days of the date on the decision letter from the Office of Appeals. If there is information in the appeal to the Board that was not provided to the Office of Appeals, the Office of Appeals will be given an opportunity to respond to the additional information in writing, and shall provide a copy of its response to the appealing party, before the Board considers the appeal. The Board will issue a written decision on the appeal.

No person, on the basis of race, color, or national origin, is excluded from participation in, may be denied the benefit of, may be treated differently from another person, or may be otherwise discriminated against with regard to transfers.

The Board of Education directs the Superintendent to develop procedures to implement the appeals process of the Board.

Legal Authority: Md. Code Ann., Educ. Article §3-1006

Related Policies: 5110, 5110.3

Policy Adopted  
7/1/03

Policy Reviewed-No Revisions Required  
11/9/04

Policy Reviewed-No Revisions Required  
9/21/05

Policy Amended  
4/29/10

Policy Amended  
4/12/12