



CHILD WELFARE & ATTENDANCE OFFICE

SUSPENSION APPEALS

Suspension Appeals Procedure Checklist

- ____ At time of suspension meeting between the parent and the principal's designee, parent is informed by school of option to appeal the suspension by contacting the principal's assistant. This appeal must be in writing using the attached form, which is completed by the parent and/or student. The completed form must be received by the Child Welfare & Attendance Office no later than 5 business days after the date of the meeting with the principal or principal's designee.
- ____ The Coordinator of CWA will review the materials submitted by the parent and/or student to determine whether or not the suspension should be upheld, overruled, and/or expunged after a period of time.
- ____ A copy of the decision will be mailed to the student/parent and school principal informing them of the decision.

NOTE: The most common reasons for overruling a school's decision to suspend a student are generally based upon the following: (a) The offense committed was one for which a student could not be suspended or (b) Procedural requirements were not complied with by school personnel; thus a denial of due process of the student and/or parent.

REQUEST FOR SUSPENSION APPEAL



REQUEST FOR SUSPENSION APPEAL

DATE: _____

TO: CHILD WELFARE & ATTENDANCE OFFICE
1305 E. Vine Street
Lodi, CA 95240

FROM: Parent/Guardian Name(s): _____

Address: _____ Zip Code: _____

Telephone(s): Home _____ Work: _____

A student or parent/guardian may appeal a student's suspension within 10 business days after the suspension is issued. The student and parent/guardian must meet with the school principal. If the principal sustains the suspension, the student and/or parent/guardian may complete this form and return it to the address noted above within 5 business days of the date of the principal's decision to suspend the student.

For the appeal to be considered this form needs to be fully completed and a copy of the Notice of Suspension form must be attached. If this form is submitted after the deadline date or without required documents, and/or information is not submitted, the appeal will not be considered.

Student Name: _____ Date of Birth: _____

School Name: _____ Grade: _____

Suspension Dates: _____ to _____ Days: _____

Suspension Charge (i.e. 01e. Assault/Battery, 07b. Property-Theft):

Date of conference with principal: _____

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REQUEST FOR SUSPENSION APPEAL

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Please return all to:
Child Welfare & Attendance Office
1305 E. Vine Street
Lodi, CA 95240

FORMS: Susp. Appeal (02/19)