



DISPUTE FORM
Office of Student and Family Services
WICOMICO COUNTY PUBLIC SCHOOLS
Salisbury, MD 21804

Office Use Only

Date: ____/____/____

Name of Parent/Guardian/Responsible Adult _____

Address _____

Dear _____

School Choice Decision

When we met on ____/____/____, we discussed what school (school of origin or attendance area school) would be best for _____ to attend. Based on that discussion, I have decided it would be best for your child to attend _____ School.

Reason for Decision

The reason(s) for this decision are: _____

Appeal Rights

If you disagree with this decision, you can appeal. Your child will be enrolled right away in your choice of the school of origin or the attendance area school _____ (**school name**). Your child will be given transportation to and from this school if you desire. If you file an appeal by ____/____/____, 30 days from the date of this letter, your child can continue to attend this school, with transportation, until the appeal is resolved. If you do not file your appeal by the deadline, your child will be withdrawn from this school and enrolled in the school I have recommended.

How to Appeal

To appeal, explain in a letter addressed to the principal why you think it would be better for your child to attend the school you prefer. If you have questions about this process, call the Homeless Liaison at (410) 677-4501. Make a copy of the letter to keep and give the original to the school designee.

How Long Will The Appeal Take

The Principal will make a decision within five (5) work days. You will be given the decision in writing. If you disagree with the Principal's decision, you may appeal to the Assistant Superintendent of Student and Family Services. To appeal to the Assistant Superintendent of Student and Family Services, send a copy of your letter and a copy of the Principal's decision to 2424 Northgate Drive, Salisbury, MD 21802 explaining why you disagree. You must do this within fifteen (15) calendar days of the date of the Principal's decision. The Assistant Superintendent of Student and Family Services will make a decision within ten (10) work days. You will be given the decision in writing. If you disagree with the decision of the Assistant Superintendent of Student and Family Services, you may appeal again to the Superintendent of Wicomico County Schools. Send your appeal to the Superintendent at 2424 Northgate Drive, Salisbury, MD 21802. You must do this within ten (10) calendar days of the date on the letter from the Assistant Superintendent of Student and Family Services. The Superintendent will make a decision within thirty (30) days. If you disagree with the Superintendent's decision, you can appeal again to the Maryland State Board of Education at 200 W. Baltimore Street, Baltimore, MD 21201. The Maryland State Board of Education must receive your appeal within fifteen (15) days of the date of the Superintendent's decision. During the appeal process, your child may continue to attend the school you have chosen and the school will provide transportation if needed.

Sincerely, _____
Signature, Principal/Designee

Title

Superintendent of Schools
Wicomico County Public Schools
2424 Northgate Drive
Salisbury, MD 21802

Wicomico County Board of Education
Wicomico County Public Schools
2424 Northgate Drive
Salisbury, MD 21802

Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201