

STUDENT/PARENT DISCIPLINE APPEAL FORM: *LEVEL TWO APPEAL*

The form is for the specific purpose of appealing a student's out-of-school suspension (OSS), placement in the LISD Disciplinary Alternative Education Program (DAEP), or expulsion to the Denton County Juvenile Justice Alternative Education Program (JJAEP).

To appeal the decision of the campus principal at Level One, please fill out this Level Two form completely and submit it along with the Level One written response you received, to the Director of Student Services within three (3) school days of receiving the Level One written response, by one of the following methods.

- Scan and e-mail to clarkrj@lisd.net;
- Submit in person to the Lewisville ISD Administrative Center, 1565 W. Main St., Lewisville, TX 75067; OR
- Fax to 214-626-1870.

SPECIAL NOTE that applies only if your child has been expelled to JJAEP - You will need to complete the Level 1 Discipline Appeal form to include your reasons for disagreement with the disciplinary decision and the requested outcomes. Please also submit that form with this request.

1. Student Name: _____

Parent Name: _____

Address: _____

Telephone number: _____ Email: _____

LISD campus where student was enrolled at time of disciplinary placement: _____

2. If you will be represented in this appeal hearing, please identify the person representing you:

Name: _____ Title: _____

Telephone number: _____ Email: _____

3. Please indicate which type of discipline was issued to the student and the number of days assigned:

OSS Days: _____ DAEP Days: _____ JJAEP Days: _____

4. To whom did you present your appeal at Level One? _____

Date of hearing: _____ Date you received Level One response in writing: _____

Amendment to the Level One appeal is prohibited and a Level Two appeal will be limited to this information. The Director of Student Services will obtain all information that you submitted at the Level One appeal from the campus. This will be provided to the District Discipline Review Committee at your Level Two appeal hearing. The hearing will be scheduled and you will be contacted with that date and time.

Your child is required to serve the disciplinary placement as assigned while this appeal process is pending – filing an appeal does not postpone the placement. The appeals process is only afforded to students who are enrolled in LISD or JJAEP. If a student is withdrawn prior to a requested or scheduled appeal hearing, the hearing will be canceled.

Parent Signature: _____ Date appeal filed: _____