



AP 3-403 – ACADEMIC APPEAL FORM

Section 1

Student's Name: _____		
Parent/Guardian Name: _____		
Address: _____		
Postal Code: _____	Date of Appeal: _____	
School: _____	Grade: _____	Course: _____

Section 2 – Outlining the Academic Concern and Initial Decision (Attach additional pages if required)

1.	Describe the academic concern presented by the parent or guardian. Identify the reason for making the appeal.	
2.	Describe the decision that was made by teacher.	
3.	Describe why the parent or guardian believes that the teacher's decision was inadequate. Also identify the resolution suggested by the parent or guardian.	
_____	_____	_____
Administrator	Teacher	Student
<i>Please attach all relevant information and/or forms related to this appeal.</i>		



Section 3 – Resolution Suggested by School Administration

This academic appeal was presented to the School Administration on _____

Upon review of the academic concern presented, the following resolution was suggested by the school administration.

Principal's Name (please print)

Principal's Signature

Date

Section 4 – Resolution Suggested by the Superintendent

This academic appeal was presented to the Superintendent on _____

Upon review of the academic concern presented, the following resolution was determined by the Superintendent.

Superintendent's Name (please print)

Superintendent's Signature

Date

Reviewed: January 2018