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Dear Appellant,

This packet has been prepared to assist you in filing an appeal of a student expulsion with the Mendocino County Office of Education. The following materials are enclosed/ attached:

- Expulsion Appeal and Request for Hearing form
- Request for Transcript and Supporting Documents from School District form
- *Expulsion Appeal Handbook*
- Mendocino County Board of Education Policy and Regulation 5144.3

Filing an appeal requires you to complete a **three-step process**:

1. Fully complete the enclosed “Expulsion Appeal and Request for Hearing” form and submit it to the Mendocino County Office of Education, 2240 Old River Road, Ukiah, CA 95482, to the attention of County Superintendent or designee **within 30 days of the district’s expulsion**.
2. Simultaneously, submit to the school district a request for transcript and supporting documents which are a part of the official expulsion record (a form is enclosed for your convenience). The appeal form requires your certification that you have requested the transcript.

The school district is required to provide you with a certified copy of the written transcript and supporting documents within ten (10) school days of your request, as long as a complete “Expulsion Appeal and Request for Hearing” form has been filed with the County Office of Education.

3. File a suitable copy of the transcript and supporting documents with the Mendocino County Office of Education immediately thereafter.

Time is of the essence when filing appeals. The first two steps must be completely within thirty (30) days following the decision of the district board to expel.

Please feel free to call me at 467-5001 if you have any questions.

Sincerely,

County Superintendent of Schools

WG/dm
Enclosures

MENDOCINO COUNTY BOARD OF EDUCATION

Adopted: December 14, 2009

Revised: February 18, 2013