



MENDOCINO COUNTY OFFICE OF EDUCATION  
WARREN GALLETTI, SUPERINTENDENT OF SCHOOLS  
2240 Old River Road • Ukiah, CA 95482-6156 • 707 467-5001 • Fax 707 462-0379

INTEGRITY • CUSTOMER SERVICE • ACCOUNTABILITY • TEAMWORK • INNOVATION • PASSION

**REQUEST FOR TRANSCRIPT AND SUPPORTING  
DOCUMENTS FROM SCHOOL DISTRICT**

**DATE:** \_\_\_\_\_

**TO: SUPERINTENDENT:** \_\_\_\_\_

**SCHOOL DISTRICT:** \_\_\_\_\_

This is to inform you that I am filing an Expulsion Appeal and Request for Hearing with the Mendocino County Board of Education relative to the district's expulsion of my child, \_\_\_\_\_, California Education Code Sections 48919 and 48921 require that I request from you a copy of the written transcripts of the expulsion hearing and supporting documents certified by you or the Clerk of the District Board to be a true and complete copy.

I understand that these documents will be provided within ten (10) school days of this request, provided my request is within thirty (30) days of the District Board's decision to expel and I have filed the Expulsion Appeal and Request for Hearing with the Mendocino County Board of Education.

Your office may send these documents directly to:

Mendocino County Board of Education  
2240 Old River Road  
Ukiah, CA 95482  
Attention: Expulsion Appeal Designee

You may contact me regarding this request at \_\_\_\_\_ .  
(telephone number)

Sincerely,

\_\_\_\_\_  
Signature of Parent/Legal Guardian (or student if 18 years or older)

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian (or student if 18 years or older)

**MENDOCINO COUNTY BOARD OF EDUCATION**