

Baltimore County Public Schools
Homeless Education Appeal Form

To appeal a decision regarding enrollment, school selection and provision of services for a homeless student, the parent/guardian or unaccompanied youth should:

Complete this form and make a copy of it for your records. Then hand deliver or mail to the address listed below within 15 business days of the decision of the pupil personnel worker. No electronic transmittals will be accepted. The homeless education liaison's address for Baltimore County Public Schools is:

Homeless Education Liaison
Title 1 Office
Baltimore County Public Schools
105 W. Chesapeake Ave.
Towson, MD 21204

Instruction: Please print or type.

TO BE COMPLETED BY THE PARENT/GUARDIAN OR UNACCOMPANIED YOUTH

Date Submitted: _____
Student's Name: _____
Date of Birth: _____
School: _____ **Grade:** _____
Person Completing Form: _____
Relationship to Student(s) _____

I wish to appeal the enrollment, school selection, or provision of services decision:

Signature **Date**

Address	Phone Number:
	Home:
	Work:
	Cell:

I have been provided with:

___ Contact information for the:
 Coordinator of Pupil Personnel Services 443-809-0404
 Local Homeless Education Liaison 443-809-3487
 State Coordinator for Homeless Education 410-767-0314
 ___ Brochure Homeless Children and Youth in Baltimore County Public Schools

Please include a written explanation below to support your appeal. Why do you disagree?

During the appeal process, your child may continue to attend the school you have sought for enrollment (the school of origin or the local zoned area school) and transportation will be provided if outside of the school walking area.

If the Homeless Education Liaison/Principal's Designee is unable to resolve the appeal within five (5) school days explaining the reason enrollment, school selection, or services cannot be provided, you may appeal in writing to the Coordinator of Pupil Personnel Services within ten (10) business days. The address for the Coordinator of Pupil Personnel Services is 10401 Greenside Drive, Cockeysville Md. 21030. The Coordinator of Pupil Personnel Services shall issue a written decision within five (5) school days. If you disagree with the Coordinator of Pupil Personnel Services, you may appeal in writing to the Superintendent of Schools, located at 6901 Charles Street, Towson, MD 21204 within ten (10) business days of the decision of the Coordinator of Pupil Personnel Services. If the Superintendent of Schools does not issue a decision within five (5) school days or if you disagree with the decision, you may appeal in writing to the Baltimore County Board of Education, 6901 Charles Street, Towson, MD 21204 within thirty (30) calendar days of the Superintendent's decision. The Board will make a decision within forty-five (45) calendar days. If you disagree with the decision of the Baltimore County Board of Education, you may appeal in writing the decision to the Maryland State Board of Education within thirty (30) calendar days of the date of the County Board's decision. The Maryland State Board of Education is located at 200 West Baltimore Street, Baltimore, MD 21201.

The pupil personnel worker provided me with a copy of this form when I filled it out.

Signature of Parent/Guardian or Unaccompanied Youth

Date

**Distribution: Homeless Education Liaison
Pupil Personnel Worker File**