Exhibit C – Individual Appeals Form

APPEALS FORM (INDIVIDUAL)
Submitted to: Sr. Director Professional Development
Submitted by: _____
School/Home Site: _____
Submitted on: _____

I am completing this form because (check one):
____ 301 Eligibility
____ The seven (7) hours of PLC participation could not be verified by the site administrator

This form must be submitted to the Sr. Director of Professional Development no later than by the close of the business day on March 14, 2018. Both your signature and your principal's are required. The Sr. Director will review this form and determine if you qualify for an adjustment of 301 payment for the 2017-2018 301 Plan Year. The decision of the Sr. Director is final.

You may submit a statement and documentation with this form providing evidence that supports your appeal.

You will receive written notice of the decision of your appeal no later than Thursday, May 4, 2017. There is no further appeal beyond the process described herein. The filing of an appeal will delay potential payment to a pay date beyond May 2018.

_____ _____
Employee Signature Date

Principal's recommendation and rationale:

_____ I recommend approval of this appeal. _____ I recommend denial of this appeal.

_____ _____
Principal's Signature Date

Rationale (may be provided here or attached):

*The principal's recommendation is submitted to the Sr. Director of Professional Development, who shall make the final decision. The decision of the SR. Director shall be final and no further appeal is possible.

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