

## HOW DO I REQUEST AN APPEAL HEARING?

- By email: Ann Bates, Senior Executive Assistant abates@bcoe.org
- By phone: (530) 532-5761
- By fax: (530) 532-5762

## WHAT DOCUMENTS DO I NEED

- Inter-District Attendance Appeal and Request For Hearing Form
- A copy of your original request for an inter-district attendance agreement;
- Any letters from your district of residence regarding your request;
- Any letters from the denying/granting district regarding your request; and
- Any other supporting documentation you want the Butte County Board of Education to consider.

## WHAT ARE THE TIMELINES FOR THE APPEAL PROCESS

- 30 Calendar days from the denial of an inter-district agreement by the school district of residence.

## WHAT HAPPENS BEFORE THE APPEAL HEARING?

- After you submit the request, BCOE will notify you and the districts involved of the date, time, and place of the appeal hearing. The County Board has thirty (30) calendar days after you file your appeal to conduct a hearing. This 30-day period may be extended for an additional five (5) school days if holding the hearing within 30 days is impractical, or extended longer if you waive the timeline.



## AFTER YOU HAVE FILED YOUR APPEAL

- You will be contacted by the County Superintendent's Designee before the hearing:
- To determine whether the denial of the inter-district attendance request by the district is final
- Review the appeal to determine that all timelines have been met prior to the hearing
- Provide any information and/or documents to the County Board that were used by the district at the hearing or which otherwise may be deemed useful to the decision making process
- Review evidence and/or reasons to support the request
- Interdistrict attendance appeal hearings are held in closed session and reported out in open session



## HOW DO I PREPARE FOR THE APPEAL HEARING?

- Adequate documentation is helpful when presenting your appeal. Most evidence is effective when it is provided in writing
- Both the burden of proof and the burden of presenting evidence will be on you as the party requesting the interdistrict transfer