

APPEAL SUBMITTED LETTER

DISTRICT LETTERHEAD

**This notice must be sent to a party when the other party has filed an appeal of the determination of responsibility.*

[Date]

[Adult Student Complainant/Parent/Guardian/Employee Complainant/Respondent]

[Address]

Re: Notice of Appeal of Determination of Responsibility Case
No. _____

The **[Complainant/Respondent]** in the above referenced matter has filed an appeal of the Decision Maker's determination of responsibility. You may, but are not required to, submit a written statement in support of or challenging the appeal. If you would like to submit a response, please do so no later than **[date - 2 district business days]**. Please send this statement via mail or email to the District Official who handled this complaint who will then provide the statement to the administrator who will issue a final decision on the appeal.

Sincerely,

[Name]

District Official

