

School Designation Appeal Form

All information requested below must be complete and accurate. All relevant evidence must be provided at the time of the appeal submission for appeals to be processed and considered. **A district appeal must be received by the State Department of Education no later than 4:30 p.m. Monday, February 1, 2016.** Submit the appeals form electronically to SSDAppeals@sde.ok.gov, by fax to (405) 521-6205, or in person to the State Department of Education, Suite 115, 2500 North Lincoln Boulevard, Oklahoma City.

Designations may be appealed pursuant to 20 U.S.C. § 6316(c)(5)(B) for statistical or other substantive reasons only. **Statistical reasons** for appeal exist when the statistic on the preliminary data report does not reflect the true measure of the district/school, for instance when a school's declining enrollment impacts the graduation rate since the dropout rate was previously drawn from a larger student body. **Substantive reasons** for appeal exist when mitigating circumstances outside the district's/school's control have negatively impacted performance. Substantive reasons may include circumstances (such as a natural disaster or illness epidemic) that affect test conditions, test scores, percent tested, and/or other factors such as attendance or graduation rate.

Name of District Appealing: _____

Name of School/Site: _____

County Code _____ **District Code** _____ **School Site Code** _____

This appeal is based on:

_____ **Statistical reasons** _____ **Substantive reasons** *(Please indicate with a ✓)*

Reason for Appeal of School Status Designation: *(Please provide a brief explanation.)*

Evidence Included: *(Note—All relevant evidence must be provided in a clear and concise format at the time of appeal submission.)*

(continued on next page)

A Letter of Appeal from the District Superintendent to the State Department of Education must be submitted with this form.

_____ (Please ✓ to indicate Letter of Appeal is attached.)

Please select ONE of the following three appeal options: (Please indicate with a ✓)

Requesting an **appearance before the Appeals Committee** _____yes _____no
(If yes, the contact person listed below will be notified about the appeals meeting date and time.)

Requesting a **phone conference with the Appeals Committee** _____yes _____no
(If yes, the contact person listed below will be notified about the appeals meeting date and time.)

Requesting a **hearing under the Administrative Procedures Act** _____yes _____no
(A hearing is not required to have an appeal reviewed, but may be requested. **If a hearing is requested, the district must provide a written waiver of the right of the district to receive a final School Status Designation from the Oklahoma State Department of Education within the time period specified by federal law. Procedures pertaining to the hearing process can be found in the Oklahoma Statutes at 75 O.S. § 309.**)

District Contact Person(s): _____

Phone Number(s): _____

Email Address(es): _____