

BOARD'S RESPONSE TO LEVEL THREE APPEAL

(Date)

(Complainant's name)

(Address)

Dear _____:

Having heard the presentation of your appeal at Level Three, the Board took the following action at its meeting on _____(date):

(Note: When preparing this letter or announcing the decision at the Board meeting, include only one of the following sentences.)

We have denied the appeal and have upheld the decision made by the superintendent (or designee) at Level Two.

We have granted the appeal and have instructed the superintendent to find a resolution in keeping with the remedy you seek.

We have partially denied and partially granted the appeal and have instructed the superintendent as follows:

Sincerely,

President of the Board of Trustees

ISD