

# DAEP/JJAEP Appeal Form - Level 2



When filing a Level 2 appeal, this form must be filled out and submitted, along with the required attachments, to the Department of Administrative Services within ten days of receiving written communication of the Level 1 appeal decision. Disciplinary appeals related to placement in a disciplinary alternative placement setting are processed in accordance with Board Policy FOC(Legal) and disciplinary appeals related to expulsion to the Juvenile Justice Alternative Education Program are processed in accordance with Board Policy FOD(Legal) and the Student Code of Conduct.

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Campus: \_\_\_\_\_

Administrator who heard the Level 1 Appeal: \_\_\_\_\_

Date of Level 1 Appeal: \_\_\_\_\_

If you will be represented in pursuing your appeal, please identify the individual or organization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

\_\_\_\_\_ Copy of the completed Level 1 Appeal Form is attached.

\_\_\_\_\_ Copy of the Level 1 Appeal Decision is attached.

Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**\*\*Note:** Once a student has violated the BISD Student Code of Conduct and been assigned to the Lighthouse Learning Center as a consequence for such violation, he/she should enroll at the scheduled time provided by the LLC staff, regardless of whether an appeal has been filed or not. The student will be counted absent every day that he/she is not in attendance at the LLC while awaiting the appeal.