

An Appeal Checklist for the Person Making the Appeal

√ Pre-hearing Checklist

_____ Contact the school or the district office to get copies of document(s) regarding your case,

_____ including documentation that applies to the decision being appealed. Gather any other documents that may help your case.

_____ Review the appropriate section of the Education Act and Regulations in the appendices of this document.

_____ Consider consulting another person for advice. This may include members of advocacy/support groups, a friend, or a lawyer. If you wish, you may arrange for that person to go with you to your hearing.

_____ Speak to persons who may be able to help your case. Find out whether they will

- be witnesses at the appeal hearing,
- provide a statement in writing, or
- do both.

_____ *(Note: anyone may refuse to be a witness.)*

_____ Meet with any representative(s) that you have invited for support before the hearing.

_____ Meet with your witness (es) before the hearing.

_____ Review documents before the hearing.

_____ Write a summary of the facts and issues of your appeal.

_____ Note the decision you believe the appeals committee should make.

_____ Describe the reasons for the desired outcome.

_____ Be sure that you, your representative(s) and/or witness (es) know the time and location of the hearing.

NOTE: All parties are asked to sign a Declaration of Confidentiality of the appeal hearing.

√ Hearing Checklist

_____ Arrive at least 30 minutes prior to your hearing to allow both parties to discuss the documents.

_____ Make your opening statements clearly and concisely. In point form, explain your reason(s) for appealing or responding. If you are presenting witnesses or documents, explain clearly how this evidence will help your case.

_____ Present your documents and witness (es) in the same sequence as your arguments.

_____ Be polite and clear when speaking and when questioning the other party or witness (es).

_____ Summarize the points made in your opening statement and in your evidence witness (es) and documents(s).

