



# NOTICE OF APPEAL

This form may be used to give notice to Fairfax County Public Schools of parent disagreement with the identification, evaluation, or educational placement of a child with a disability, or the provision of a free appropriate public education of that child. Please submit this form to Monitoring and Compliance, 8115 Gatehouse Road, Falls Church, VA 22042, who shall then forward the request to the Virginia Department of Education.

Student:	DOB: _____ Age: _____
Parent(s):	Attending School: _____
Address <sup>2</sup> :	Telephone (home): _____ Telephone (work): _____
Name of Parent(s) <sup>3</sup> Providing Notice: Address: _____ _____ Telephone (home): _____ Telephone (work): _____	Parent(s)' Representative, if any (i.e., Attorney, Advocate, etc.) Address: _____ _____ Telephone: _____

Describe the nature of the problem. (What are the issues? What's wrong?)

---



---



---



---

Describe the facts relating to the problem. (What happened that caused the problem?)

---



---



---



---

A proposed resolution of the problem to the extent known and available to the parents.

---



---



---



---

(Please attach additional information as necessary.)

**NOTE:** New issues may not be raised at the due process hearing that are not raised in this notice, unless the other party agrees.

I am requesting:       an administrative review       mediation       due process hearing\*

\*Federal law requires that when a parent requests a due process hearing, the school division must inform the parent of the availability of mediation. Mediation is offered at no cost to the parties. Mediation is encouraged and may be beneficial. Mediation is a voluntary system for resolving disputes and both parties must agree to the mediation process. A request for mediation cannot delay the appointment of a due process hearing officer or the scheduling of a due process hearing. If you have requested a due process hearing, indicate your decision below concerning your acceptance or rejection of the offer of mediation.

I request mediation       I decline mediation

Signature: _____	Date: _____
------------------	-------------

Information from the Fairfax County Public Schools student scholastic record is released on the condition that the recipient agrees not to permit any other party to have access to such information without the written consent of the parent or of the eligible student at age 18.

1 The use of this form is not mandatory; however, much of the information requested by this form is necessary in order to initiate a due process hearing. Failure to use this form may not be used to delay or deny a parent's right to a due process hearing.  
 2 If a homeless child or youth, then provide available contact information.  
 3 Parent includes student at age 18, if parental rights have been transferred to the student, and any other individual who meets the definition of parent in the special education regulations.