



## **Acknowledgement of Appeal and Notice of Appeal Deadlines (STS-F044)**

To: \_\_\_\_\_

Date: \_\_\_\_\_

The undersigned is in receipt of an appeal of the determination of responsibility and/or dismissal of a formal complaint and attached is a copy of that written appeal. Please note the following:

- Each party has 5 days from the date of this Notice to submit a written statement to the undersigned Chief of Staff who will be handling the appeal.
- The written statement should either be in support of or challenging the outcome.
- Each party should also provide the other party with a copy of the written statement.
- Within 10 days of receiving the parties' submissions, a decision regarding the result of the appeal will be issued and provided to the parties and the Director of Schools.

Signature: \_\_\_\_\_

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

Position: Chief of Staff/designee  
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