

Appellate Decision-maker Guidelines (STS-G004)

When one or both parties file an appeal:

- ☐ Receive the written appeal, written determination and evidence, along with all relevant materials.
 - Ensure written appeal was timely filed within 10 days of the date of the written determination.
- ☐ Ensure there are no conflicts of interest or biases which would prevent serving as the appellate Decision-maker.
- ☐ Implement the appeal procedures equally for each party.
- ☐ Within 5 days of receipt of written appeal, give written notice to parties with information about the time frames of the appeal stage, as well as a copy of the written appeal by appellant to all parties. (Ref. [STS-F044](#))
 - Parties have 5 days from date of appeal notice to submit a written statement in support or challenging the outcome, sending any written response to the Chief of Staff/designee and other parties.
- ☐ Review the written statements, as well as the evidence and all relevant materials to make a decision.
- ☐ Issue a written decision describing the result of the appeal and the rationale for the decision within 10 calendar days and provide copy to each party and the Director of Schools.