

BYLAW 9330.1 (attachment 1) Appeal Process

Please email to: **Superintendent of Schools**
Greater Victoria School District No. 61
Community@sd61.bc.ca

NOTICE OF APPEAL

This form constitutes a written notice of appeal and must be completed in full and submitted to the Superintendent of Schools (see above). Appellants should read Bylaw 9330.1 – Appeal Process Bylaw prior to completing this form. Upon receipt of the Notice of Appeal form, the appellant will be informed of the steps in the appeal process.

Assistance in filling out this form is available upon request from the Board Office by calling 250-475-3212.

1. Information about the person(s) filing the appeal:

Name: Parent/Guardian

(First) _____ (Last) _____

Name: Student

(First) _____ (Last) _____

Address:

(Street) _____

(Postal Code) _____ (Phone) _____

Student birth date: (Year) _____ (Month) _____ (Day) _____

School: _____ Student Grade: _____

2. List the employee(s) whose decision is being appealed:

Employee Name

Employee Position/Job

_____	_____
_____	_____
_____	_____



List the employee(s) with whom you have consulted about the decision:

Employee Name

Employee Position/Job

3. Information about the decision being appealed:

Dates you were informed of the decision: _____

Describe the decision: _____

4. Give reasons for appealing the decision:

Suggest a solution, which would satisfy you:

Signature of the Parent/Guardian

Date Appeal Submitted

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.



BYLAW 9330.1 (attachment 2) Appeal Process

Please mail to: **Official Trustee, Greater Victoria School District No. 61**
556 Boleskine Road, Victoria, BC V8Z 1E8

FEEDBACK ON THE PROCESS OF APPEAL

This feedback may be given anonymously, or the appellant/employee whose decision was appealed, may provide their identifying data. Information so shared will be utilized in the review process for Bylaw 9330.1

1. Name: *optional*

(First) _____ (Last) _____

2. Please check one:

☐ Parent ☐ Guardian ☐ Student ☐ Employee

3. Were your concerns welcome? _____

Were they taken seriously by the School District? _____

4. Were you made to feel as comfortable as possible under the circumstances?

5. Were you assisted in clearly addressing your concern(s)? _____

6. Did you have all the information relative to the decision being made as soon as was possible?

Did you have to ask for the information? _____

7. Did you feel your views were sought before decisions were made?

8. Did you feel your views were taken into account in the final decision?

9. Were the decisions made adequately explained to you? _____

10. Did you feel that the Appeals Process was clear in its steps and requirements? _____

If not, how would you suggest clarifying them? _____

11. Do you have any comments that would help the Educational Community ensure a fair and user-friendly process for appeals? _____

Thank you.

cc. Board of Education, School District No. 61