

## APPEALS PROCEDURE

1. Complete an “Appeals Information Form” (See next page)
2. Submit a typed appeal letter. Your appeal letter must include the following:
  - a. Reason for appeal – See the letter that was sent to you
  - b. Specific request
  - c. Rationale
  - d. Supporting evidence
3. If you are appealing your SAT or ACT scores. Print your scores from any and all times that you took the test.
4. Submit the form, letter and test scores to the Education Department Office Manager.

