Pleasant Grove High School

Disciplinary Appeal Form

Student: ____________________________________________ ID#: __________________________
Parent/Guardian: ________________________________________ Phone: ____________________
Today’s Date: ________________________________________

Disciplinary Appeal Process:
The following steps outline the process by which a parent/guardian may appeal an administrator’s decision to impose a disciplinary consequence:

1. **Notify the administrator who assigned the consequence**, either via an in-person meeting or a phone conversation, of your intention to appeal. Record the meeting information below:
   - Name of assigning administrator: ______________________________________
   - Date of meeting with the assigning administrator: _______________________
   - Was the meeting “via phone conversation”, or “in person”? : ______________

2. **Complete the Disciplinary Appeal Form**
   A meeting of the principal can only be scheduled when this form has been completed and submitted to the School Secretary. The form MUST include a description of the specific reason for the appeal.
   - The form can be delivered to the School Secretary in person, emailed to wmoyle@egusd.net, or faxed to (916) 686-0239.

3. Upon receipt of the Suspension Appeal Form, the School Secretary will call you to arrange a meeting with the Principal.

Disciplinary Action Information:

Dates of Suspension/Detention:  *Beginning Date:*_______  *Return to School Date (if applicable):*__________

Reason for the appeal: (attach additional pages if needed)

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Disposition of Appeal *(Completed by the school)*

Appeal Form Received On: ___________ Meeting Date with Principal: ___________

Findings of the School Principal:

____Consequence Upheld       ____Consequence Rescinded       ____Consequence Modified

Rationale for decision: