

**Baltimore County Public Schools
School Choice Determination Form**

Date ____/____/____

Name of Parent/Guardian/Responsible Adult/Unaccomp.Youth _____

Address _____

Dear _____,

School Choice Decision

When we met on ____/____/____, we talked about what school it would be best for
_____ to attend. Based on what we talked about, I have decided it would be best for your
child's name
child to attend _____. The school you requested is _____.
BCPS recommended school

Reason for Decision

The reason(s) for this decision is/are _____
_____.

Appeal Rights

If you disagree with this decision, you can appeal. Your child will be enrolled right away in

Parent/guardian/unaccompanied youth's requested school (school of origin or geographic area school)

Your child will also be given transportation to and from this school. If you file your appeal by ____/____/____, your child
15 calendar day deadline date
can continue to attend this school with transportation until the appeal is resolved. If you do not file your appeal by the
deadline, your child will be withdrawn from this school and enrolled in the school I have recommended.

How to Appeal

To appeal, fill out the attached Appeal Form and file with the Homeless Education Liaison within 15 calendar days of the date of this letter. Explain why you think it would be better for your child to attend the school you prefer. If you need help filling out the form or if you have questions, call the Homeless Education Liaison at 410-887-6485. Make a copy of the completed form for your records. Either fax the original form to the Homeless Education Liaison at 410- 918-9329, or mail to 9610 Pulaski Park Drive, Suite 219, Baltimore MD 21220, or give it to the pupil personnel worker.

How Long Will the Appeal Take?

The Homeless Education Liaison will make a decision within five (5) school days. You will be given the decision in writing. If you disagree with the decision, you may appeal in writing to the Coordinator of Pupil Personnel Services within ten (10) calendar days. The Coordinator of Pupil Personnel Services shall issue a written decision within five (5) school days. If you disagree with the decision, you may appeal in writing to the Superintendent of Baltimore County Public Schools. To appeal to the Superintendent, send a copy of the completed Appeal Form and a copy of the Coordinator of Pupil Personnel Services decision letter to 6901 Charles Street, Towson, MD 21204 with a note explaining why you disagree. You must do this within fifteen (15) calendar days of the date of the Coordinator of Pupil Personnel Services decision. The Superintendent will make a decision within five (5) school days. You will be provided the decision in writing. If you disagree with the Superintendent's decision, you may appeal in writing to the Baltimore County Board of Education. Send your written appeal to the Board at 6901 Charles Street, Towson, MD 21204. You must do this within thirty (30) calendar days of the date on the Superintendent's decision. The board will make a decision within forty-five (45) calendar days. If you disagree with the Board's decision, you can appeal in writing to the Maryland State Board of Education at 200 W. Baltimore Street, Baltimore, MD 21201. The Maryland State Board of Education must receive your appeal within thirty (30) calendar days of the date of the County Board's decision. During all of this time, your child may continue to attend the school you have chosen and the school will provide transportation.

Very truly yours,

Signature

Title

Contact Information

Superintendent of Schools
Baltimore County Public Schools
6901 Charles Street
Towson, Maryland 21204

Baltimore County Board of Education
6901 Charles Street
Towson, Maryland 21204

Maryland State Board of Education
200 West Baltimore Street
Baltimore, Maryland 21201