



This document is to be completed by the parent or student.

Parent(s)/Legal Guardian(s) Name(s): _____ **Address** _____

Home Phone ____-____-____ **Business Phone** ____-____-____ **Cell Phone** ____-____-____

Student Name (Last Name, First Name, Middle Initial) _____ **CBE Student ID #** _____ **Date of Birth** (YYYY/MM/DD) _____/____/____

Student Address (If different from parent) _____ **Email Address** _____

School _____ **Current Grade** _____

Information about the decision being appealed

1 | **Name of employee whose decision is being appealed** _____

2 | **Date you were informed of the decision** _____

3 | **Have you discussed the decision with the following people in an attempt to resolve the issue?**

The person making the decision Yes No Date _____

The Principal/Supervisor Yes No Date _____

CBE Manager or Director Yes No Date _____

Please indicate the type of decision you are appealing

- Provision of education programs or services
- Promotion or graduation
- Denial of registration in or termination of a homeschooling program
- Access to or the accuracy or completeness of the student record
- Denial of access to educational resources, services or programs as a result of lack of payment of fees
- Other

How does the decision significantly affect the education of the student?

4 | Please outline your concerns regarding the decision. Include information on the events or activities which resulted in the decision.

If the answer will not fit in space provided please attach a separate page

5 | Please give your reasons for appealing the decision and describe the effect of the decision on the student's education.

6 | Please explain the remedy/solution that you are seeking.

Signature of Appellants

Signature of Appellants

Please Deliver Completed Form To:

Office of the Chief Superintendent
1221 – 8 St SW T2T 0L4
t | 403-817-7900 e | ChiefSuperintendent@cbe.ab.ca

The personal information on this form is collected under the authority of the *Alberta School Act* and the *Freedom of Information and Protection of Privacy Act*. The information will be disclosed only to those individuals who need the information in order to enable them to review and respond to your appeal. If you have any questions about the collection of this information, please contact the Office of the Chief Superintendent 403-817-7900.