



# Office of Homeless Education

## Notice of Right to Appeal

Parents have a right to appeal a denial of Homeless Education services. All appeals of Homeless Education Services must adhere to the following hierarchy and timeline.

**Level I:** Complete the attached Appeal Form and return it to the Homeless Education Liaison, Office of Title I within ten (10) calendar days of the date on the written notification of denial from the Pupil Personnel Worker (PPW). The Homeless Education Liaison will reconsider the decision of the Pupil Personnel Worker and make a new decision as soon as possible, but not more than ten (10) calendar days after the appeal was received. The Homeless Education Liaison will respond to the appeal in writing, either granting the request or upholding the denial.

**Level II:** Parents dissatisfied with the Homeless Education Liaison's appeal decision may appeal to the Office of Student Support Services, within 15 calendar days of the date on the written notification of denial from the Homeless Education Liaison. The appeal should be submitted to:

**Harford County Public Schools**  
**Office of Student Support Services**  
**Attn. Bernard Hennigan, Executive Director**  
**102 S. Hickory Avenue**  
**Bel Air, MD 21014**

The Office of Student Support Services will reconsider the Homeless Education Liaison's decision and make a new decision as soon as possible but not more than ten (10) calendar days after the appeal was received. The Office of Student Support Services will respond to the appeal in writing, either granting the request or upholding the denial.

**Level III:** Parents dissatisfied with the decision of the Office of Student Support Services may appeal to Harford County Public School's Board of Education within 30 calendar days of the date on the written notification of denial. Parents must submit a written request for appeal which includes a detailed explanation, which will be attached to the decision of the Office of Student Support Services, and submit it to:

**Harford County Public Schools' Board of Education**  
**102 S. Hickory Avenue**  
**Bel Air, MD 21014**

A hearing before the Board of Education will be scheduled and parent(s) will be given an opportunity to make an oral appeal. The Board of Education will reconsider the decision and make a new decision as soon as possible but not later than 45 days after the appeal was received. The Board of Education will respond to the appeal in writing, either granting the request or upholding the denial.



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**Level V:** Parents dissatisfied with the decision of the HCPS Board of Education may appeal to the Maryland State Board of Education (MSDE) within 30 calendar days of the date on the written notification of denial. Parents must send a letter and a copy of the HCPS Board of Education's decision to:

**Maryland State Board of Education**

**200 West Baltimore Street**

**Baltimore, Maryland 21201**

**Attention: Appeal**

Parents may also choose to call the MSDE Office of the Attorney General: (410) 576-6465

Please note, if the appeal concerns placement, your child may continue to attend the school you have selected during the appeals process. Your child will receive transportation to the school of origin, if that is the school you have selected. If the appeal concerns your child's right to receive transportation, he or she will continue to receive this service during the appeal process.