



Section <b>Process for Appealing STWDSTS Decisions</b>	Page 1 of 1
Type <b>General</b>	Date REVISED August 27, 2014 October 1, 2008

<b>Statement</b>	It is possible to apply for reconsideration of a decision made by STWDSTS. Appeals may only be submitted in accordance with the policy after a request has been made to the appropriate Technician and the Operations Manager.
Procedures	<ol style="list-style-type: none"> <li>1. Staff members of STWDSTS will prepare explanations or arguments to support their decision, based on the policies and procedures of STWDSTS.</li> <li>2. Appeals shall be submitted in writing by the parent or guardian and directed to the General Manager of STWDSTS. They shall include the name and address of the student(s), parent(s)/guardian(s), school attended, any Special Education designations, program choices and a detailed description of the situation. The Appeal shall also include reasons for the request.</li> <li>3. The onus is on the applicant to initiate, prepare and submit all relevant substantive written material pertinent to a request for reconsideration.</li> <li>4. The General Manager of STWDSTS will assess the submission. A written reply will be given to the parent/guardian, with a copy provided to the school principal within 10 days of receiving it.</li> <li>5. If the parent/guardian is still not satisfied, he or she may appeal the decision in writing to the Appeal Committee of STWDSTS.</li> <li>6. The appeal and all supporting documentation will be discussed at the meeting of the Appeal Committee of STWDSTS, which will decide by consensus whether this appeal is supported.</li> <li>7. The Appeal Committee will render its decision in writing within 20 working days of receiving the appeal. The parent/guardian will be notified in writing of the decision, which is final and cannot be appealed.</li> </ol>