



Section <b>Process for Appealing STWDSTS Decisions</b>	Page 1 of 1
Type <b>General</b>	Date REVISED June 12, 2015 October 1, 2008

<b>Statement</b>	STWDSTS will arrange for student transportation based on the Boards' transportation policy in keeping with STWDSTS's operating policies to ensure consistency. A parent/guardian cannot appeal policy. Appeals shall follow the process below.
Procedures	<ol style="list-style-type: none"> <li>1. Prior to appealing, the parent/guardian must have addressed their concern/complaint with the Operations Manager 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. Staff members of STWDSTS will prepare explanations or arguments to support their decision, based on the policies and procedures of STWDSTS.</li> <li>5. 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>6. The Appeal Committee will render its decision in writing within 15 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>