

Office of Special Education and Student Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Parent/Guardian/Responsible Adult \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_:

**School Choice Decision**

When we met on \_\_\_\_/\_\_\_\_/\_\_\_\_, we discussed what school (school of origin or attendance area school) would be best for \_\_\_\_\_ to attend. Based on that discussion, I have decided it would be best for your child to attend \_\_\_\_\_ school.

*Child's Name*

**Reason for Decision**

The reason(s) for this decision are: \_\_\_\_\_

**Appeal Rights**

If you disagree with this decision, you can appeal. Your child will be enrolled right away in your choice of the school of origin or the attendance area school \_\_\_\_\_. Your child will be given transportation to and from this school. If you file your appeal by \_\_\_\_/\_\_\_\_/\_\_\_\_, 30 days from the date of this letter, your child 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 If you do not file your appeal by the deadline, your child will be withdrawn from this school and enrolled in the school I have recommended.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 *Complaint from the Public* form. 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 Liaison at (301) 279-3322. Make a copy of the completed form to keep. Give the original to the principal.

**How Long Will the Appeal Take**

The principal will make a decision within five (5) work days. You will be given the decision in writing. If you disagree with the principal's decision, you may appeal to the Superintendent. To appeal to the Superintendent, send a copy of the completed *Complaint from the Public* form and a copy of the principal's decision to 850 Hungerford Drive, Rockville, MD 20850, with a note explaining why you disagree. You must do this within fifteen (15) calendar days of the date of the principal's decision. The Superintendent will make a decision within ten (10) work days. You will be given the decision in writing. If you disagree with the Superintendent's decision, you may appeal again to the Montgomery County Board of Education. Send your appeal to the Board at 850 Hungerford Drive, Rockville, MD 20850. 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) days. If you disagree with the Board's decision, you can appeal again 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) 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, Principal/Designee*

\_\_\_\_\_  
*Title*

**Contact Information**

Superintendent of Schools  
Montgomery County Public Schools  
850 Hungerford Drive  
Rockville, Maryland 20850

Montgomery County Board of Education  
Montgomery County Public Schools  
850 Hungerford Drive  
Rockville, Maryland 20850

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