

HOW TO APPEAL

- File hard copy of the appeal with the State Board within 30 calendar days of the decision of the local board of education - filing by email is not permitted.
- Three ways to file:
 - On or before the appeal is due, hand deliver appeal papers to State Board during regular business hours;
 - On or before the appeal is due, deposit appeal papers in U.S. mail using registered, certified, or Express mail on; or
 - On or before the appeal is due, deposit appeal papers with a delivery service that provides verifiable tracking of the item from the point of origin (i.e. FedEx, UPS, etc. . . .)
- If the 30th calendar day is a Saturday, Sunday or State legal holiday, file on the next business day.

- File appeal with the State Board at the following address:

Office of the Attorney General
Maryland State Department of Education
Attn: State Board Appeals
200 St. Paul Place
Baltimore, MD 21202

- Appeal cannot be longer than 15 pages, excluding attachments.
- Contents of Appeal:
 - Name of party/parties taking the appeal with mailing address(es) and email address(es);
 - Designate decision/order being appealed and include copy, if possible;
 - State the facts needed to understand the appeal;
 - Identify the issue(s) on appeal, reasons in support, and relief sought; and
 - Include supporting documents, exhibits, and affidavits, as appropriate.