



This document is to be completed by the parent or student.

Parent(s)/Legal Guardian(s) Name(s):

Address

Home Phone ____ - ____ - ____ Business Phone ____ - ____ - ____ Cell Phone ____ - ____ - ____

Student Name (Last Name, First Name, Middle Initial)

CBE Student ID #

Date of Birth (YYYY/MM/DD)

_____ / _____ / _____

Student Address (If different from parent)

Email Address

School _____ Current Grade _____

Information about the decision being appealed

1 | Name of employee whose decision is being appealed _____

2 | Date you were informed of the decision _____

3 | Have you discussed the decision with the following people in an attempt to resolve the issue?

The person making the decision Yes No Date _____

The Principal/Supervisor Yes No Date _____

CBE Manager or Director Yes No Date _____

Please indicate the type of decision you are appealing

Provision of education programs or services

Promotion or graduation

Denial of registration in or termination of a homeschooling program

Access to or the accuracy or completeness of the student record

Denial of access to educational resources, services or programs as a result of lack of payment of fees

Other

How does the decision significantly affect the education of the student?

4 | Please outline your concerns regarding the decision. Include information on the events or activities which resulted in the decision.

If the answer will not fit in space provided please attach a separate page

5 | Please give your reasons for appealing the decision and describe the effect of the decision on the student's education.

6 | Please explain the remedy/solution that you are seeking.

Signature of Appellants

Signature of Appellants

Please Deliver Completed Form to:

Office of the Chief Superintendent
1221 – 8 St SW T2T 0L4
t | 403-817-7900 e | ChiefSuperintendent@cbe.ab.ca

Personal information is collected under the authority of the Education Act, the Student Record Regulation and Alberta's Protection of Privacy Act (POPA). This information will be used to review and respond to your appeal. Personal information may be input into automated systems for processing and management purposes. It will be treated in accordance with the privacy protection provisions of POPA. If you have any questions about the collection or its intended use, contact the Office of the Chief Superintendent, 403-817-7900.