TUCSON UNIFIED
SCHOOL DISTRICT

Exhibit C – Individual Appeals Form

APPEALS FORM (INDIVIDUAL)

Submitted to: Maricela Meza, Director of Employee Relations

Submitted by: _____

School/Home Site:_____

Submitted on: _____

I am completing this form because:

☐ the seven (7) hours of PLC participation could not be verified by my site administrator.

☐ 301 Eligibility.

This form must be submitted for consideration to the Director of Employee Relations **no later than the close of business day on** Monday, April 15, 2019. The form will be reviewed by the Director of Employee Relations and will then determine if you qualify for the first payment of 301 funds for the 2018-2019 301 Plan Year. Both your signature and your principal's are required.

You may submit a statement and documentation with this form of eligibility and/or provide evidence that you did attend the required number of PLC meetings and that you completed the actions assigned to you as a member of the PLC.

You will receive written notice of the decision of your appeal no later than Tuesday, April 30, 2019. The decision of the Director of Employee Relations is final and there is no further appeal beyond the process described herein.

_____ _____

Employee Signature Date

Principal's recommendation and rationale:

_____ I recommend approval of this appeal.

_____ I recommend denial of this appeal.

_____ _____

Administrator Signature Date

Rationale (may be provided here or attached):

Tucson Unified School District
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