

MPS Appeals Process Information

Any parent/guardian wishing to appeal the decision of the student's School Selection Committee may submit an *appeal letter to the school principal within one week of receiving the initial decision. Formal written appeals may be sent via email or mailed to the school.

The appeal letter should include:

- Student Name
- School and Grade
- Homeroom Teacher
- Parent/Guardian(s) Name
- Parent/Guardian email address
- Address and Telephone Number

The content of the letter must include detailed rationale and specific reasons you are appealing.

**An appeal is a process wherein parties request a formal change to an official decision. Appeals function both as a process for error correction as well as a process of clarifying decisions. No further artifacts will be necessary.*