

HOW TO FILE AN APPEAL

Except as noted below, COMAR 13A.01.05.02 applies to appealing a decision and order of a local board of education. Filing of appeals to the Maryland State Board of Education (State Board) must be submitted within 30 calendar days of the decision of the local board of education. If the 30th calendar day is a Saturday, Sunday or State legal holiday, file on the next business day.

WAYS TO FILE AN APPEAL:

- Electronically:

During the COVID-19 health care emergency, declared by Governor Hogan, the State Board authorized electronic filing of an initial appeal in addition to traditional paper/hard copy filing. The State Board is still accepting electronic filing. The *Guidelines for Preparing Appeals*, set out below, and the requirements of COMAR 13A.01.05.02, apply to the electronic filing of the initial appeal. Individuals may file their initial appeal to the State Board via email as follows:

 - Filing of appeals to the State Board sent via email should be sent to: mphillips@oag.state.md.us. The subject line should identify the email as an Appeal to the Maryland State Board of Education. The appeal will be deemed filed on the date and time the email is received. This email address should be used only for the filing of appeals. General questions regarding appeals and other State Board matters should be sent to stateboard.msde@maryland.gov.
 - The requirement that an appeal must be filed within 30 days of the date of the local board decision remains in effect.
- Paper/Hard Copy:

On or before the submission deadline, appeal papers may be sent via:

 - U.S. mail using registered, certified, or express mail options.
 - A delivery service that provides verifiable tracking of the item from the point of origin (i.e. FedEx, UPS, etc. . . .).

Appeals filed by paper/hard copy should be sent to:

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

GUIDELINES FOR PREPARING APPEALS:

- Appeals cannot be longer than 15 pages, excluding attachments.
- Required contents of the appeal include:
 - Name of party/parties making the appeal, along with mailing address(es) and email address(es);
 - Designate decision/order being appealed and include copy, if possible;
 - Statement of the facts needed to understand the appeal;
 - The issue(s) on appeal, reasons in support, and relief sought;
 - Supporting documents, exhibits, and affidavits, as appropriate;
 - A copy of the local board of education order and opinion from which the appeal is sought.