

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 Wednesday, April 15, 2020**. 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 2019-2020 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 **Friday, May 1, 2020**. 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):