

**STAMFORD PUBLIC SCHOOLS**  
**TRANSPORTATION APPEAL PROCESS**  
**Date of Issue: 3/11/09**  
**Preparing Office: Office of the Transportation**  
**Amended:**

**A. Grounds for Appeal**

The purpose of the appeal process is to secure a fair and appropriate resolution to issues that may arise regarding eligibility for bus **transportation** and bus stop locations.

**B. Step 1 - Formal Complaint to Director of Transportation**

- 1) A parent or legal guardian of a current student (hereinafter known as “complainant”) must submit a written concern and/or complaint regarding bus **transportation**-related issues to the **Director of Transportation**.
- 2) The **Director of Transportation** will review the complaint and make a best effort to provide a written response to the parent forty-five (45) days after receipt of the concern or complaint. (sixty days (60) consideration given at the start of the school year).

**C. Step 2- Appeal to Superintendent of Schools**

- 1) If unsatisfied with the written decision from the **Director of Transportation**, the complainant may appeal using the attached **Transportation Appeal** form, (#031209) to the **Superintendent of Schools** within ten (10) days of receiving the written response from the **Director of Transportation** in Step 1.
- 2) The written **appeal must** include a concise statement of the issue and indicate any law, policy, or regulation that the complainant believes has been violated. The written **appeal** should also state what areas of disagreement the complainant has with the Step 1 decision and provide a statement of the relief or remedy sought. (Attached document must be completed and signed.)
- 3) The Superintendent of Schools will evaluate the written **appeal** as well as the response provided in Step 1 and render a decision within ten (10) working days of the date of receipt of the **appeal**.

**D. Step 3 - Appeal to Board Of Education**

- 1) If the complainant is not satisfied with the disposition at Step 2, the complainant may submit a written petition to the **Board of Education** within 30 days of the decision in Step 2.
- 2) The **Board Of Education** will grant a hearing in accordance with **Connecticut General Statutes 10-186**. within ten (10) days of receipt of request. This hearing will be conducted with the full Board of Education, a subcommittee composed of three (3) board members, or an impartial hearing officer appointed by the **Board of Education**.
- 3) The hearing shall be held in accordance with the provisions of the Connecticut General Statutes, Sections 4-17e to 4-180a, inclusive, and section 4-181a. A stenographic or tape recording of the hearing will be made. A decision will be made within ten (10) days of the hearing.
- 4) Upon request of the parent or guardian a transcript of the hearing will be made available within thirty (30) days of such request at the expense of the parent or guardian.
- 5) In the event that the parent or guardian remains dissatisfied, the parent or guardian may appeal to the State Board of Education in accordance with statute.

**Stamford Public Schools**  
**Transportation Appeal Form #031109**  
**Superintendent Level**

*An appellant may use this form to provide their basis for **appeal** after seeking a decision at Step 1 as outlined in Transportation Appeal Process. The form should be sent to the Superintendent of Schools, 888 Washington Blvd, Stamford CT 06904 Within 30 days of the Step 1 decision.*

NOTE: If the remedy being sought is to change an existing policy, the avenue of **appeal** is through **public** comment at a regularly scheduled Board of Education meeting or submittal of documentation directly to the Board of Education requesting consideration for a change in Board policy.

1. Appellant's name, address, and daytime telephone number (to be provided for each appellant):

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2. Provide a concise statement of the issues and specific areas you are disagreeing with regarding the decision or action.

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3. Provide a concise statement of facts to support your **appeal**:

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4. State all laws, policies, regulations, etc. which you believe have been violated or misapplied in this case and how:

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5. Identify and attach all documents on which you will rely in presenting your **appeal**.

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6. State the relief or remedy you want from the Superintendent in this **appeal**.

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Appellant Signature

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Date