

HOW TO FILE AN APPEAL

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. Make sure to use the date written on the decision or order to calculate. 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:***
On or before expiration of the 30-day submission deadline, send the appeal via email 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.

- ***Paper/Hard Copy:***
On or before expiration of the 30-day submission deadline, send the appeal via
 - U.S. mail using registered, certified, or express mail options; or
 - A delivery service that provides verifiable tracking of the item from the point of origin (i.e. FedEx, UPS, etc. . . .)

Send paper/hard copy to the following address:

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 and signature of party/parties making the appeal, regular mail address(es) and email address(es) of each party;
 - Designate decision/order being appealed and include copy of decision/order;
 - Statement of the facts needed to understand the appeal;
 - The issue(s) on appeal, reasons in support, and relief sought; and
 - Supporting documents, exhibits, and affidavits, as appropriate.