

**GENERAL INSTRUCTIONS**

School districts are required to use this form to initiate an appeal for consideration by the State Allocation Board (SAB). The district must state specifically the purpose and description of the district's request. The district must submit all supporting documentation to the Office of Public School Construction (OPSC). Requests for SAB consideration are processed to the Board upon receipt by the OPSC of all required documentation and upon completion of a thorough analysis by the OPSC.

**SPECIFIC INSTRUCTIONS****Purpose of Request**

Provide a brief statement of the district's request and number the components of the request if it has multiple parts.

**Basis of Request**

Site the applicable references in law, regulation, or other basis.

**Description**

Include the following in the description:

1. The background and circumstances which prompted the district's request.
2. Information relevant to the issues of the request.
3. The sequence of events and participants pertinent to the issues.
4. A statement explaining why the SAB should grant the district's request based on law, regulation, or other basis, as cited in above.

**Attachments**

Attach substantiating documentation as necessary to support the district's request. Note that all supporting documentation must be received by the OPSC prior to presentation to the SAB.

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# SCHOOL DISTRICT APPEAL REQUEST

SCHOOL DISTRICT	APPLICATION NUMBER
SCHOOL NAME	COUNTY
DISTRICT REPRESENTATIVE	E-MAIL ADDRESS

**Purpose of Request:**

**Basis of Request:**

- Law (Statute) \_\_\_\_\_
- Regulation \_\_\_\_\_
- Other (specify) \_\_\_\_\_

**Description:**

SIGNATURE OF AUTHORIZED DISTRICT REPRESENTATIVE	DATE
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