

2015-2016 Early Childhood CLASS Scores Appeals Form

June 6 – July 6, 2016

Per Bulletin 140 §509.B.2, §517 and §521, this form is intended to be used by Lead Agencies or Site Leaders/Administrators to appeal any of the following:

- Local Observation Scores
- Third Party Observation Scores
- Use of 1's for any classroom where a local observation was not conducted

Appeals can be submitted if there are extenuating circumstances related to the observation or serious concerns about how an observation was completed. Appeals of scores due to concerns of the quality of the classroom or teacher not reflected in the score received will not be approved. Submitting an appeal form does **not** guarantee that the appeal will be approved. Lead Agencies and sites will be notified by email in July regarding the status of your appeal. In order for an appeal to be considered, all components of this form must be completed and any supporting documentation (score sheets, schedules, etc.) must be submitted in full. Site Leaders may complete an appeal form, but the form **must be submitted** by the Lead Agency. Lead Agencies must submit all appeals to earlychildhood@la.gov by July 6th, 2016.

Community Network: _____

Name: _____ Email: _____

Organization: _____ Phone #: _____

Site Name: _____ Site Code: _____

Classroom Name: _____ Classroom Code: _____

Semester (select one): Fall Spring Observation Type (select one): Local Third Party

Appeal and Justification

Per Bulletin 140 §311, any program or individual may submit a written complaint to the department regarding the action or inaction of the lead agency in its community network by emailing earlychildhood@la.gov within 30 days. Programs or sites may submit a complaint if a lead agency refuses to submit this appeal form on behalf of the site.