

REQUEST FOR WRITTEN TRANSCRIPT AND SUPPORTING DOCUMENTS FROM SCHOOL DISTRICT

Date: _____

To: SUPERINTENDENT: _____

SCHOOL DISTRICT: _____

This is to inform you that I am filing an Expulsion Appeal and Request for Hearing with the Santa Clara County Board of Education relative to the District's expulsion of _____.
California Education Code Sections 48919 and 48921 require that I request from you written transcripts of the expulsion hearing and supporting documents, which includes, but is not limited to the following:

1. All documents and evidence presented at the hearing held before the governing board, hearing officer, or administrative hearing panel of the district
2. Findings of fact presented to the governing board
3. Rehabilitation plan

Education Code 48919 requires that you provide me with the transcriptions, supporting documents and Records within ten (10) schooldays following my written request and simultaneous filing of the expulsion appeal. Please mail them to the following address:

Name: _____

Address: _____

You may contact me regarding this request at _____.
(Telephone Number)

Sincerely,

(Signature)

(Print Name)

**The cost of the written transcript shall be borne by the pupil except when the pupil's parent or guardian certifies to the school district that they cannot afford the cost or when the county board reverses the district's decision, the county board shall require that the district reimburse the appellant (Education Code 48921).*