

Received \_\_\_\_\_  
Approved \_\_\_\_\_

**West Branch Local School District  
Individual Professional Development Committee  
Request for an Appeal**

This form must be submitted to the LPDC Chairman within 20 workdays of denial of an IPDP, a Credit Proposal, an Equivalent Other Activity or denial of Level I Request for an Appeal.

Name \_\_\_\_\_ Building \_\_\_\_\_

Please check one: I am appealing a(n):  
 IPDP  
 Credit Proposal/Equivalent Other Activity (EOA)  
 Denial of my Level I Request for an Appeal

Please check one:  
 I wish to present my appeal regarding the denial of my IPDP, Credit Proposal, or Equivalent Other Activity **in person** at the next meeting of the LPDC.  
 I wish to appeal the decision regarding denial of my IPDP, Credit Proposal, or Equivalent Other Activity **in writing**.  
 I wish to appeal the Level I denial of my Request for an appeal and commence proceedings for a binding decision.

Presentation of Appeal (Additional material may be attached to this Request for an Appeal):

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Written notification of the Level I appeal decision or notification regarding commencement of a binding decision shall be provided within 5 work days or 30 calendar days, whichever comes first.

**West Branch Local School District  
Local Professional Development Committee  
Request for an Appeal**

**(The section below will be completed by the LPDC)**

- ( ) The IPDP/Credit Proposal/Equivalent Other Activity with was the subject of this Request for an appeal and which is attached to this Request has been approved.

\_\_\_\_\_ Number of Sem. hrs.      \_\_\_\_\_ Number of Qtr. hrs.      \_\_\_\_\_ Number of WBC's

- ( ) The IPDP/Credit Proposal/Equivalent Other Activity with was the subject of this Request for an appeal and which is attached to this Request has been denied as submitted.

You may refine the proposal and resubmit the material for reconsideration or move on to a Level II Request for an Appeal.

If you elect to move on to the Level II Request for an Appeal, you have 20 work days from the date of this denial to submit a Request for an appeal of Level I to the LPDC Chairperson.

**COMMENTS:**

\_\_\_\_\_  
Signature of LPDC Chairperson

\_\_\_\_\_  
Initial LPDC Review Date

\_\_\_\_\_  
Signature of LPDC Chairperson

\_\_\_\_\_  
Approval Date