

**2018-2019 Early Childhood CLASS™ Scores Appeal Form**

**September 1, 2018 – July 1, 2019**

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 a replacement score 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 can be submitted at any point during the school year. However, the Department will not review any appeal until July 1, 2019. Lead agencies and sites will be notified no later than August 1, 2019 regarding the status of your appeal.

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.

**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** to the Department by the lead agency.

Lead agencies must submit all appeals to [earlychildhood@la.gov](mailto:earlychildhood@la.gov) by **July 1, 2019**.

<b>Community Network:</b>		<b>Name:</b>		<b>Email:</b>	
<b>Organization:</b>		<b>Phone #:</b>			
<b>Site Name:</b>		<b>Site Code:</b>			
<b>Classroom Name:</b>		<b>Classroom Code:</b>			
<b>Semester (Select One):</b>	Fall	Spring	<b>Observation Type (Select One):</b>	Local	Third Party

**Appeal and Justification**