Credit Flexibility Guidance: Appeals Process

**Background Information**

The Credit Flexibility Recommendations mandate a district-level and a state-level appeals process. A district’s Credit Flexibility Policy must provide a basic appeals process for students whose proposed alternative learning credit has been denied.

**Legal Requirements**

ODE encourages districts to consult with their respective legal counsel as they begin to establish an appeal procedure. As a starting point, ODE suggests that a district articulate in writing each of the following:

- criteria the district will use to evaluate an appeal,
- timeframes and procedures for submitting an appeal request, and
- personnel involved in reviewing the request.

The state-level appeals process will not involve a review of the reasons that a district has denied an alternative learning credit request. Rather, ODE will address procedural complaints that allege denial of access to the credit flexibility option or non-uniform implementation of a district’s Credit Flexibility Policy. The ODE Legal Office will facilitate the state-level process and may utilize neutral, third-party reviewers. A written policy outlining the state-level appeal procedure is forthcoming.