

APPENDIX A

ADMINISTRATIVE REVIEW PETITION TEMPLATE

Dear Minister,

I am writing to request an Administrative Review of the accommodation review process undertaken by the (name of school board) for the following school(s): (school name), (school name), (school name).

On (date), the Board of Trustees voted to (describe board resolution to close school/s, move students, keep school/s open and/ or build new school(s) _____.

Attached please find our petition. The petitioners believe that the board did not follow its accommodation review policy in the following ways:

- 1) The board's policy states: (describe relevant section of the board's policy)
Instead, the board (describe how actual events differed)
- 2) The board's policy states: (describe relevant section of the board's policy)
Instead the board (describe how actual events differed)
- 3) The boards policy states: (describe relevant section of the board's policy)
Instead the board (describe how actual events differed)

(other examples as appropriate)

We believe the board did not follow its accommodation review policy, we hope that you will appoint an independent facilitator to review the board's accommodation review process.

Sincerely,

(Contact person for the petitioners)

Contact information

March, 2020