

EXPULSION APPEAL FORM

This *Expulsion Appeal Form* should be completed by the student wishing to appeal an expulsion from a Victorian government school. The list below outlines what you need to do to submit an expulsion appeal.

- You need to send this *Expulsion Appeal Form* to the principal via mail, fax or email.
A copy of this expulsion appeal form must be received by the principal within 10 school days of you receiving the *Notice of Expulsion*.
- You should contact the school to confirm they received this *Expulsion Appeal Form*.
- You should keep a copy of this expulsion appeal form for your records.

SCHOOL INFORMATION

SCHOOL NAME

SCHOOL PRINCIPAL

STUDENT INFORMATION

NAME

DATE OF BIRTH

AGE

YEAR LEVEL

VSN

RELEVANT PERSON DETAILS

NAME

TELEPHONE

EMAIL

RELATIONSHIP TO STUDENT

EXPULSION DETAILS

DATE OF EXPULSION

BACKGROUND INFORMATION

Please provide a brief history of the circumstances leading to the expulsion.

REASON(S) FOR THE APPEAL

Was the Department's expulsion process followed by the principal? (For information on the process that principals are required to undertake to expel a student please see the Disciplinary Measures section of the *Student Engagement and Inclusion Guidance*. Please note that under Ministerial Order 625 principals are required to undertake tasks in the Guidance that say 'must'. If a principal has not completed a task that says 'should', this is not grounds for an appeal.)

Please provide reasons for your answer.

Which components of the required process do you believe were not followed?

Do you believe that the grounds on which the expulsion occurred were unfair? (tick one)

YES NO

Please provide reasons for your answer.

If the student has a history of behavioural issues, do you believe that there were not sufficient prior interventions and strategies used prior to the decision to expel? (tick one)

YES NO

Please provide reasons for your answer.

Do you believe that there were other extenuating circumstances that should have been taken into account prior to the decision to expel? (tick one)

YES NO

Please provide reasons for your answer.

OTHER RELEVANT INFORMATION

Do you have any other relevant information that you believe should have been considered prior to the decision to expel?

Please provide the additional information here.

Do you have any other relevant documentation that you believe should have been considered prior to the decision to expel?

If there is additional documentation, please list it here. Please attach copies of this documentation to this *Expulsion Appeal Form*.

STUDENT NAME

SIGNATURE

DATE / /

RELEVANT PERSON NAME

RELATIONSHIP TO STUDENT

SIGNATURE

DATE / /