

**FORM H: SUMMARY OF HEARING TO CONTEST RECORD CONTENT**

1. Date of request by parent or eligible student for contest hearing.
2. Date of hearing set (within reasonable time after request).
3. Date notice of hearing (Form G) sent to parent or eligible student.
4. Hearing officer (superintendent or his designee):
  - A. Parent or eligible student given reasonable time to present testimony.
  - B. Parent or eligible student allowed to introduce written evidence.
  - C. Parent or eligible student allowed to question adverse witnesses.
  - D. Action taken by hearing officer: Record purged \_\_\_\_\_  
 to read: \_\_\_\_\_ Record changed
  - E. Reasons: \_\_\_\_\_
  - E. Parent or eligible student notified in writing of conclusions and actions taken. (A copy of this completed form may serve as written notice.) File copy of written notice of decision kept for documentation.
  - F. Parent or eligible student, if aggrieved by hearing officer decision, notified of right to appeal to board of education.
5. Appeal Contest:
  - A. Parent or eligible student informed of appeal hearing date.
  - B. Parent or eligible student given time to present arguments.
  - C. Board of education: affirmed \_\_\_\_\_ reversed \_\_\_\_\_