



San Luis Obispo County Board of Education  
3350 Education Drive, San Luis Obispo, CA 93405

**REQUEST FOR TRANSCRIPT AND SUPPORTING  
DOCUMENTS FROM DISTRICT  
Student Expulsion Appeal  
Administrative Regulation #5144.3**

**This letter must be received by the district superintendent on or before  
filing the Request for Appeal of Expulsion Hearing form.**

Date: \_\_\_\_\_

Dear \_\_\_\_\_, Superintendent

This to inform you that I am filing a "Request for Appeal - Student Expulsion" on the expulsion of my daughter/son, \_\_\_\_\_ (Student Name), with the San Luis Obispo County Board of Education. Education Code §48919 requires that I request from you a transcript of the expulsion hearing and supporting documents certified by you or by the Clerk of the Board to be a true and complete copy of the entire record considered by the board.

I understand that these documents will be prepared within ten (10) school days of this request and the filing of the Request for Appeal – Student Expulsion with the San Luis Obispo County Board of Education is within 30 days of the school board's decision to expel. The San Luis Obispo County Board of Education policy requires that either your office will send a copy of the transcript and supporting documents directly to the San Luis Obispo Board of Education, upon our mutual consent, or that I take responsibility for the delivery of the transcript and comments within one (1) day of completion by your office. I am requesting that (circle number one or number two below).

1. You send a copy of the documents directly to the San Luis Obispo County Board of Education and a copy to me at the following address:

\_\_\_\_\_  
\_\_\_\_\_

OR

2. Inform me immediately when these documents are ready. I will arrange for their pickup at your office, duplication of a second copy, and receipt at the San Luis Obispo County Board of Education office within one (1) working day of their availability from your office.

You may contact me regarding this request at \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Print – Parent/Guardian Name

\_\_\_\_\_  
Signature