



**School Board of Brevard County**  
Division of Equity, Innovation and Choice  
2700 Judge Fran Jamieson Way, Viera FL 32940-6601



**Open Enrollment Appeal Procedures**

Parent(s)/Guardian(s) may submit an appeal to the Division of Equity, Innovation and Choice for an Open Enrollment application that was denied.

For appeal eligibility, you must meet the following criteria:

1. You must have a current Open Enrollment application on file that was denied, **and**
2. You must submit the Appeal Form to the Division of Equity, Innovation and Choice with accompanying documentation that supports the appeal, **and**
3. Appeals must be received no later than **July 8, 2020 by 3:00 pm.**

**To Submit an Appeal**

1. The form should be printed and completed in its entirety. Provide information to support your reason for the appeal. Additional pages may be used, if needed.
2. Please mail or hand deliver (**fax/email not accepted**) the Appeal Form and all supporting documents (if applicable) to:  
  
Division of Equity, Innovation and Choice  
Brevard Public Schools  
2700 Judge Fran Jamieson Way  
Viera, FL 32940-6601
3. Your appeal will be reviewed by a District Appeal Team, which will carefully evaluate all information provided. Parents/Guardians may not participate in the meeting; therefore, it is critical that the Appeal Form contain detailed information regarding why a student should be permitted to attend the requested school.
4. Only information submitted on or attached to the Appeal Form will be considered when making the final decision. Therefore, parents/guardians should not call the Division of Equity, Innovation and Choice to provide details regarding the appeal.
5. Parents/Guardians will be notified of the final decision within 2 business days of the District Appeal Team decision.
6. **The District Appeal Team decision is final.**

Please contact the Division of Equity, Innovation and Choice at 321-633-1000, Ext. 11395 regarding questions about the appeal process.

Stephanie Archer  
Assistant Superintendent  
Phone: (321) 633-1000, Ext. 11395

**Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.**

