



# Appeal Form

## **West Lafayette High School Chapter of the National Honor Society®**

All appeals must be submitted within 7 calendar days of the mailing of the letters notifying selection and non-selection.

This form and any factual information that may be helpful to the Faculty Council must be submitted in writing to either the NHS advisor or the Principal, either by mail or personal delivery to the high school office.

Before an appeal begins, any non-selected student or his/her parent/guardian should contact one of the Faculty Advisers for clarification of non-selection. The Faculty Adviser will be able to provide summary notes from the selection meeting of the Faculty Council including the final vote and any areas that caused non-selection. If, after this meeting, the student or parent/guardian feels that the Faculty Council has made a procedural error an appeal may be made. If, after this meeting, the student or parent/guardian is dissatisfied with the clarification provided by the Faculty Adviser but can cite no procedural error, the school's formal Complaint Procedure should be followed.

In the event that a student is not selected to the National Honor Society, an appeal may be filed on behalf of that student if it is believed that procedural error was the reason for non-selection. Procedural errors include, but are not limited to, miscalculations, lack of information, and digression from the selection procedure. Such appeals must be submitted within 7 calendar days of the mailing of the letters notifying selection and non-selection. If no appeal has been made within the 7 calendar days, all records pertaining to this round of selection will be destroyed.

The Faculty Council will convene to consider all appeals within 7 calendar days of the final date of appeal. The Council will advise the Principal of any merit it sees in the appeal and any actions that the Council feels should be taken. The Principal shall issue a decision within 7 days after the Council's advice is received. A letter will be sent notifying the student of the Principal's decision.

Appeal forms may be mailed directly to:

**NHS Faculty Council  
West Lafayette High School  
1105 N. Grant Street  
West Lafayette, IN 47906-2400**



# Appeal Form

Name of the student this appeal is for: \_\_\_\_\_

Name of the person filing the appeal: \_\_\_\_\_

Please state the specific reasons in which it is believed that the Faculty Council has acted erroneously in regard to the decision for the student named above. These reasons should be specific and indicate what errors in procedure, lack of information, miscalculations, etc. may have occurred.