

Appeal Process

As a general rule, appeals of open enrollment decisions should be filed as an original court action in [Iowa District Court](#). Iowa District Court appeals should be filed in district court in the county in which the primary business office of the resident district is located.

Appeals Regarding Repeated Harassment or Serious Health Conditions

Appeals should only be filed with the Department for Iowa State Board of Education (State Board) action if the application:

- Has already been denied by the local board of directors and
- Involves one of the following:
 - Claims of repeated student harassment that the resident district cannot adequately address, or
 - The child has a serious health condition that the resident district cannot adequately address (Iowa Code 282.18(5)).

In these three circumstances, a parent or guardian may file an appeal with the Department (for State Board action) within 30 days of the board decision. The appeal should be addressed to:

Administrative Law Judge
Iowa Department of Education
Grimes State Office Building
400 East 14th Street
Des Moines, Iowa 50319-0146

The letter of appeal must be postmarked within 30 days of the board decision. The appeal letter must contain the following information:

- Name, address, and daytime phone number of the person appealing
- Name and grade level of child(ren) involved in the appeal (e.g., in case of expulsion, open enrollment, suspension)
- Name of the school district making the board decision that is being appealed
- Date the local board decision was made
- Brief statement of reasons why the decision is being appealed
- Notarized signature of the person appealing the decision
- Other information may be included (if desired)