



**UTICA CITY SCHOOL DISTRICT**  
**929 York Street**  
**Utica, NY 13502**

### **RIGHT TO APPEAL**

The role of the Hearing Officer is advisory only to the Superintendent of Schools. After receipt of the decision of the Superintendent of Schools, parents(s)/advocate(s) have the right to file an appeal of the decision of the Superintendent to the Board of Education. This right to appeal includes the right to contest both the finding(s) of the Superintendent as to whether to sustain the disciplinary charges brought by the District, as well as to the recommended penalty to be imposed.

If you choose to appeal that decision, you may do so, **in writing, within twenty (20) days** from the date of the Superintendent's written decision, to the:

Board of Education  
Utica City School District  
929 York Street  
Utica, NY 13502

Finally, any decision of the District's Board of Education may be appealed to the New York State Commissioner of Education, **in writing, within thirty (30) days** of the date of the Board of Education's appeal date, to the:

Commissioner of Education  
New York State Department of Education  
89 Washington Avenue  
Albany, NY 12234

**Rev. 11/16/22**