



APPEAL TIMELINE & PROCESS TRACKING FORM

In meeting WIAA Handbook Rule 30.0.0, the following steps need to be documented if a school wishes to appeal a decision made by its League, WIAA District, District Directors Appeals Board, or the WIAA Executive Board.

DATE	ACTION
	Date and information regarding a decision made by a League. If the school agrees with the League decision, this form is not needed.
	Date school filed for an appeal to be heard by the WIAA District Board. A request for a formal hearing must be filed within ten school business days of receipt of the League decision and include in writing a notice of appeal of the decision, stating all reasons, rationale and supportive documentation.
	Date and information regarding a decision made by the WIAA District Board. If the school agrees with the decision of the WIAA District Board, this form will be kept on file by that WIAA District Director. If the school does not agree with the decision of the WIAA District Board, it can ask for reconsideration or can appeal to the WIAA District Directors Appeals Board.
	Date school filed for an appeal to be reconsidered * by the WIAA District Board or heard by the WIAA District Directors Appeals Board. A request for a formal hearing must be filed within ten school business days of receipt of the decision made by the WIAA District Board and include in writing a notice of appeal of the decision, stating all reasons, rationale and supportive documentation.
	Date and information regarding a decision made by the WIAA District Directors Appeals Board. If the school agrees with the decision of the WIAA District Directors Appeals Board, this form will be kept on file by the chair of the WIAA District Directors Appeals Board. If the school does not agree with the decision of the WIAA District Directors Appeals Board, it can ask for reconsideration or can appeal to the WIAA Executive Board.
	Date school filed for an appeal to be heard by the WIAA Executive Board. A request for a formal hearing must be filed within ten school business days of receipt of the decision made by the WIAA District Directors Appeals Board and include in writing a notice of appeal of the decision, stating all reasons, rationale and supportive documentation.
	Date and information regarding a decision made by the WIAA Executive Board. If the school agrees with the decision of the WIAA Executive Board, this form will be kept on file at the WIAA office. If the school does not agree with the decision of the WIAA Executive Board, it can ask for reconsideration.
	Date and information regarding a decision made by the WIAA Executive Board. If the school agrees with the decision of the WIAA Executive Board, this form will be kept on file at the WIAA office. If the school does not agree with the decision of the WIAA Executive Board, it can appeal to the Independent Review Committee.
	Date school filed a request for appeal to the Independent Review Committee. A request for a formal hearing must be filed within ten school business days of receipt of the decision made by the WIAA Executive Board and include in writing a notice of appeal of the decision, stating all reasons, rationale and supportive documentation.
	Date and information regarding a decision made by the Independent Review Committee.

A request for reconsideration must include new information not previously provided or reasonable available at the time of the hearing.