**Section 675.250 Appeals**

a) A provider may file a written appeal of any decision of a school district or the State Superintendent of Education under this Part directly related to the provider's program, including removal from the State-approved list. A school district may file a written appeal of any decision of the State Superintendent of Education under this Part directly related to the district's administration of SES. The entity submitting the appeal shall:

1) Indicate the specific decision being appealed;

2) Indicate why this decision is, in the opinion of the entity, not in accordance with the provisions of this Part or other applicable law;

3) Identify the specific provisions of this Part or other applicable law allegedly violated; and

4) Specify the facts demonstrating the alleged violations.

b) Each appeal shall be submitted in writing, within 30 days after the final action being appealed, to the following address:

Illinois State Board of Education

Attn: Office of General Counsel

100 North First Street

Springfield, Illinois 62777-0001

The appeal must be signed by the executive director or chief administrator of the entity filing the appeal. No electronic or facsimile transmissions will be accepted. Within 14 days after receipt of the written appeal, the State Superintendent of Education shall review the submission and determine whether an independent on-site investigation is necessary. Upon request, the entity submitting the appeal shall promptly provide to the State Superintendent such additional information as the Superintendent determines is necessary to resolve the appeal.

c) Within 60 days after receipt of the appeal, the completion of any on-site investigation, or the receipt of any additional information requested by the State Superintendent of Education, whichever occurs last, the State Superintendent shall make a final written determination and shall send a copy of the determination to the appealing entity and, if applicable, to the district involved in the appeal.

d) The appeal rights set forth in this Section shall apply solely to approved providers and to school districts and shall not be available to applicants seeking approval from the State Superintendent of Education.

(Source: Amended at 35 Ill. Reg. 2285, effective January 20, 2011)