



Request for Administrative Review

School Administrative Unit:

School Name:

Superintendent:

Phone:

Email:

Superintendent Signature

Date

Instructions:

1. Under the applicable Priority Area, list the Criteria for which you are requesting review and provide a written description of the alleged error.
2. Return the completed Request for Administrative Review form within 30 days of the receipt of the school's Evaluation Report to:

Pender Makin, Commissioner
Department of Education
23 State House Station
Augusta, ME 04333-0023

Please note the following regarding the Administrative Review Process.

- A. An SAU may appeal its point rating. The unit must demonstrate by clear and convincing evidence that an error was made in the evaluation rating of the project application based solely on the information included in its project application and presented during the site visit. If an SAU wishes to appeal its point rating a written request for administrative review along with a written demonstration of the alleged error shall be made to the Commissioner within 30 days of receipt of the SAU's individualized Evaluation Report described in subsection 2 of this section. Forms to request administrative review may be obtained from the Department. A Review Committee consisting of the Commissioner or the Commissioner's designee and two members of the Department staff appointed by the Commissioner other than members of the Facilities Team will review the written demonstration submitted by the SAU and presented by the SAU at an informal hearing. The Review Committee may call upon others to provide relevant information.
- B. Notification of the Review Committee's findings of fact and decision shall be made in writing within sixty (60) days of receipt of the request for administrative review.
- C. The Review Committee's findings of fact and decision will constitute final agency action.

Priority A: Buildings and Grounds

Priority B: School Population

Priority C: Program and Planning