



Portland Public Schools

Volunteer "Denial" Appeal Request Form

1. Name (Last) (First) (Middle)			2. Date of Birth		3. Contact Phone #		
4. Street Address				5. City		6. State	7. Zip Code

8. What schools/sites do you wish to volunteer at?

9. Please explain why you are appealing.

10. I wish to appear in person at my appeal hearing.

Please retain a copy of this form for your records.



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Volunteer “Denial” Appeal Form Instructions

- 1: Print your last name, first name, and middle name.
- 2: Put your birthday MM/DD/YYYY.
- 3: Please provide a contact telephone number where you can be reached.
- 4 – 7: Please provide a current mailing address where you can be reached.
- 8: Please list what PPS schools/sites you will be working at. If you do not know what sites you will be working at, please contact your supervisor to obtain this information.
- 9: Please explain why you are appealing your “Denial.” Please include all relevant facts and mitigating circumstances you would like the Volunteer Background Check Appeal Panel to consider. Please attach a separate piece of paper if you need additional space. You are encouraged to attach letters of reference from past/current parole/probation officers, community outreach organizations, etc. who can speak to your character.
- 10: Please check this box if you are requesting to appear in person before the Volunteer Background Check Appeal Panel.

The Appeals Process

1. Keep a copy of this form for your records. This form must be submitted within 30 days from the date you were notified your background check was denied. Return this form to Security Services by email securityservices@pps.net, fax it to (503) 916-3016, or mail it to Security Services, 501 N. Dixon St, Portland, OR 97227.
2. Upon receipt of this appeals form, Security Services will time/date stamp the form.
3. This form will be reviewed by the Volunteer Background Check Appeal Panel and results will be mailed to the address provided no later than fifteen (15) business days from the date the appeal request is received.
4. Volunteer Applicants may also request to appeal in person by checking Box 10. Requests to be seen in person will be scheduled no later than thirty (30) days from the date the appeals request is received by Security Services.

If you have further questions, please contact Security Services at (503) 916-3000.