

# After-School Detention Appeal Process

Dear [Student's Name],

We understand that receiving an after-school detention can be a concerning experience. This letter outlines the appeal process for students who wish to contest their detention.

## Steps to Appeal:

1. **Review the Detention Notice:** Make sure to read the notice carefully to understand the reasons for the detention.
2. **Prepare Your Case:** Gather any evidence or statements that support your appeal.
3. **Submit a Written Appeal:** Write a letter addressing the reasons for your appeal and submit it to [Designated Person/Office] by [Deadline Date].
4. **Attend the Appeal Meeting:** You will be scheduled for a meeting with [Details of the panel or authority].
5. **Await the Decision:** You will receive a response within [Time Frame] after the meeting.

## Important Information:

If you need assistance in preparing your appeal, please contact [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]