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- A. REVIEW BOARD. The TAPPS Executive Board is responsible for assigning all schools to classifications and districts. The TAPPS Executive Board also serves as the FINAL Review Board for appeals.
- B. REQUEST.
- a. Within 10 days after the Director publishes the classification decision and district assignments to the schools, a school may request a review of the district assignment
  - b. by filing its request and a supporting statement with the TAPPS Executive Board
  - c. and informing in writing the superintendent and principal of the schools in the classification
  - d. and district to which it was assigned and in the classification
  - e. and district to which it wishes to be assigned.
- C. RULES. The TAPPS Executive Board shall adopt and publish rules of procedure to be followed in the reviews.
- D. REVIEW. Upon receipt of a timely request for review, the TAPPS Executive Board shall set the date for the review and inform the applicant school and the schools in the affected districts of the time and place of the review.
- E. MEMBER INVOLVED. If a member of the TAPPS Executive Board is involved in the review, that member shall abstain from deliberations and voting.
- F. EQUAL TIME. The TAPPS Executive Board shall give all sides equal time to present their arguments.
- G. GROUND FOR CLASSIFICATION REVIEW. With respect to classification decisions, the only ground for review is an error in the enrollment basis. It is not considered an error in enrollment when a school wants to revoke its decision to be elevated one classification after the deadline for making this decision has passed. Schools may not appeal to be assigned to a smaller conference based on evidence that they submitted figures that were too high, unless original documents verifying the error(s) are presented to the TAPPS staff prior to the release of the cutoff figures.
- H. DECISION OF THE BOARD. The TAPPS Executive Board shall make a decision in writing within two days after the review. The Director shall promptly inform the applicant school and the schools in the affected districts of the Board's decision.