

CAVS IN SERVICE ANNUAL REVIEW | Appeal Request

*Request may be turned into front office CIS mailbox
between March 1st, 2021 and the April 1st, 2021 deadline at 4:10 pm.
This is the only time that appeals for 2020 service will be accepted.*

***** STUDENTS MUST KEEP DUPLICATE COPY ***
OF EVERYTHING SUBMITTED**

Student name:	Student ID#:	Class of:
Student telephone:	Student SCHOOL email address: @ltsidschools.net	

What you **CAN** appeal:

- more information was needed regarding the organization, event, or service performed.
- clarification was needed regarding the signature verification or no signature verification was provided per unique calendar date and time.
- we made a calculation mistake when adding your hours or we made a data entry mistake.

What you **CANNOT** appeal (see GUIDELINES and "Appeals" example situations on CIS website):

- ineligible dates.
- activities that were in service to any LTHS school function or teacher or for academic credit.
- activities required by an LTHS extracurricular, club, organization, sport, booster, or fundraiser.
- activities performed during school hours or on campus unless for a pre-approved activity.
- hours in excess of 8 hours per day or 10 hours per day for overnight camps, or in excess of maximum hours allowed for particular service detailed on the Appeals section of the CIS page.
- corrections to your hour calculation math.

In the space below, please provide us with the number of hours you would like reconsidered along with clarification needed. You may attach additional documents as needed.

This section for CIS entry only.

Additional Hours Accepted:	Certified by:	Entered by:
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