SPED Pathway Funding Appeal Process

Participants who receive less funding than originally requested may submit an appeal for reconsideration. Appeals will be reviewed based on program guidelines, available funding, and supporting documentation.

Step 1: Submit an Appeal Request

Participants must submit a written appeal within **10 business days** of receiving their funding notification. The appeal should include:

- Participant name and Teacher Prep Provider
- The original funding request amount
- The amount awarded
- A brief explanation of the reason for the appeal
- A letter of support from your building supervisor
- Any additional supporting documentation (updated tuition statement, financial information, course verification, etc.)

Appeals should be submitted to the SPED Pathway Program Success Coach via email.

Step 2: Appeal Review

The SPED Pathway grant team will review appeals considering:

- Program eligibility requirements and priority funding group
- Available remaining grant funds
- Documentation provided by the participant
- Equity across program participants

Additional information may be requested if needed during the review process.

Step 3: Appeal Determination

Participants will receive a written decision in up to **15 business days** of the appeal submission. Decisions may include:

- Approval of additional funding
- Partial approval if limited funds remain
- Denial if funding is unavailable or the request does not meet program guidelines

Important Note

Appeal decisions made by the SPED Pathway grant team are final and subject to available grant funding. Submitting an appeal does not guarantee additional funding. If additional funds become available during the grant cycle, they may be distributed among eligible participants, including those who submitted appeals.

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE

SWWC

Education & Administrative Resources

Special Education Teacher Pathway Program
Appeal Process Document

SPED Pathway Funding Appeal Form

Purpose:
This form is to be completed by participants requesting reconsideration of their SPED Pathway funding award. Appeals must be submitted within **10 business days** of receiving the funding notification.

Participant Information

Full Name: _____

Email Address: _____

Phone Number: _____

School District/Employer: _____

Building Name: _____

Teacher Preparation Provider (College/University): _____

Funding Request Details

Original Funding Amount Requested: $_____

Funding Amount Awarded: $_____

Semester / Year for Funding Request:
☐ Summer _____ ☐ Fall _____ ☐ Spring _____

Required Documentation Checklist

Please attach the following documents **as needed**:

☐ Updated tuition statement or billing documentation
☐ Course enrollment verification
☐ Financial information (if applicable)
☐ Letter of support from building supervisor to continue in SPED Pathway (if needed to continue in the program).
☐ Additional supporting documentation (optional)

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Appeal Explanation

Please provide an explanation for your appeal. Include any changes in circumstances, updated costs, or additional relevant information (attach additional pages if needed).

Submission Information

Appeals must be submitted via email to your **SPED Pathway Program Success Coach at lori.rangaard@swwc.org**.

Date of Appeal Submission: _____

Participant Acknowledgment

By signing below, I confirm that the information provided is accurate and complete to the best of my knowledge.

Participant Signature: _____

Date: _____