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October 14, 2015

Indiana Department of Homeland Security
Attn: Pamela Walters, Legal and Code Services
302 West Washington Street
Indianapolis, IN 46204

Re: *Facility ID: BU23413*
Written Petition for Administrative Review

To Whom It May Concern:

We represent Westfield Washington Schools (the "School"). Please consider this letter a written petition for administrative review of the Fire Prevention and Building Safety Commission's (the "Commission") action on October 6, 2015 finding the School's petition for review untimely.

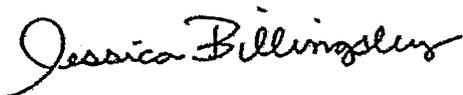
On July 14, 2015, the Department of Homeland Security issued findings and a penalty against the School for alleged violations of fire prevention and building codes.

On July 17, 2015, Dr. Mark Keen, Superintendent of the School sent a written petition and stay of effectiveness in response. The petition was sent well within the fifteen day timeline for making such petitions. For reasons unknown, the written petition was never received by the Indiana Department of Homeland Security. The School wishes to demonstrate to an administrative law judge that the petition was in fact timely submitted.

Please do not hesitate to contact me if you have any questions.

Sincerely,

CHURCH CHURCH HITTLE & ANTRIM



Jessica L. Billingsley
Please Reply to Noblesville Office

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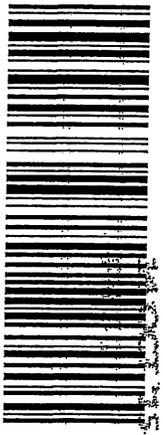
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