

3. COMMUNICATIONS TO THE DEPARTMENT OF PUBLIC INSTRUCTION FOR UPPER CANADA.

1. *Appeals to the Chief Superintendent of Education.*—All parties concerned in the operations of the Grammar and Common School Acts have the right of appeal to the Chief Superintendent of Education; and he is authorized to decide on such questions as are not otherwise provided by law. But for the ends of justice,—to prevent delay and save expense,—it will be necessary for any party thus appealing: (1) To furnish the party against whom he may appeal with a correct copy of his communication to the Chief Superintendent, in order that such party may have an opportunity of transmitting any explanation or answer he may judge expedient. (2) To state expressly, in such appeal, that the opposite party has been thus notified, as it must not be supposed that the Chief Superintendent will decide, or form an opinion on any point affecting different parties, without hearing both sides—whatever delay may at any time be occasioned in order to secure such hearing. (3) Application for advice in Common School matters, should, in all cases, be *first* made to the Local Superintendent having jurisdiction in the Municipality.

2. The *Journal of Education* having been constituted by His Excellency the Governor General in Council, the Official medium of communicating all Departmental intelligence and information, parties should refer to its pages on matters relating to the apportionment, blank reports, Depository, Normal School, etc.

3. *Communications generally.*—The parties concerned are left to their own discretion as to the forms of all communications relating to Schools, for which specific instructions are not furnished by the Department; but they are requested to use large sized, or foolscap paper. In *all* communications, however, the *number* of the *School Section*, and the *name* of the *Township* and *Post Office*, with the *Official Title* of the writer, should be given: the *numbers* also, and *dates* of any previous correspondence on the same subject. As all letters are an-