



COMPLAINT FORM- **LEVEL THREE**

To appeal a Level Two decision or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in FNG (LOCAL). Appeals will be heard in accordance with FNG (LEGAL) and (LOCAL) with any exceptions outlined therein.

PARENT NAME: _____
STUDENT'S NAME: _____
ADDRESS: _____

TELEPHONE NO: _____
CAMPUS: _____
PRINCIPAL: _____

To whom did you present your complaint at Level Two? _____

Date of conference: _____

Date you received a response to the Level Two conference: _____

Please explain specifically how you disagree with the outcome at Level Two.

Please describe the outcome or remedy you seek for this complaint. (As presented in Level One form)

Do you want the Board to hear this appeal in open session? Yes No

(If so, the Board will consider your request; however, you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session)

Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.

Please also attach a copy of the Level Two response being appealed, if applicable.

Parent signature: _____

If you will be represented by someone other than yourself, please identify the person representing you.

Name: _____

Address: _____

Telephone: _____

Date of filing: _____ Date Received by District: _____

Complainant, please note:

Please ensure you have completed this form entirely before submitting. Forms lacking complete information may not be able to be addressed within the timeline constraints. Any additional evidence or information may be attached to this form.

All evidence may be presented no later than the Level One conference. Please keep a copy of this completed form and any supporting documentation for your records.