Student/Parent Complaint Form – Level One
LEVEL ONE

To file a complaint, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in FNG (LOCAL). All complaints will be heard in accordance with FNG (LEGAL) and (LOCAL) or any exceptions outlined therein.

A person filing a complaint regarding refusal of entry to or ejection from property under the District’s control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See Board Policy GKA]

(Please print.)

Name:
Address:
Telephone number:
Email address:
Campus:

If you will be represented in presenting your complaint, please identify the individual or organization representing you. If the person representing you will participate by telephone or video conference, please check the box below. The District will inform you if the equipment necessary for telephone or video representation is unavailable.

☐ Representation will be by telephone or video conference call.
☐ Representation will be by video conference call.

Please note: You must designate a representative who will be participating in person or by telephone/video with an advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

Name:
Address:
Telephone number:
Email address:
Please describe the decision or circumstances causing your complaint. (Give specific, factual details.)


What was the date of the decision or circumstances causing your complaint?

Please explain how you have been harmed by this decision or circumstance.

Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns. Note, informal resolution is encouraged, but does not extend any deadlines within policy FNG (LOCAL), unless by mutual written consent.

Please describe the outcome or remedy you seek for this complaint.

Student’s or parent’s signature: ____________________________

Signature of student’s or parent’s representative: ____________________________

Date of filing: ____________________________

Complainant, please note:

If you are initiating a formal complaint with the District, please use this Level One form. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with policy.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refilled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.
Student/Parent Complaint Form – Level Two Appeal Notice

REQUEST FOR LEVEL TWO CONFERENCE

To appeal a Level One decision, or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. Mail to the appropriate administrator within the time established in FNG (LOCAL). Appeals will be heard in accordance with FNG (LEGAL) and (LOCAL).

A person filing a complaint regarding refusal of entry to or ejection from property under the District’s control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See Board Policy GKA]

(Please print.)

Name:
Address:
Telephone number:
Email address:
Campus:

If you will be represented in presenting your appeal, please identify the individual or organizations representing you. If the person representing you will participate by telephone or video conference call, please check the box below. The District will inform you if the equipment necessary for telephone or video representation is unavailable.

☐ Representation will be by telephone conference call.
☐ Representation will be by video conference call.

Please note: You must designate a representative who will be participating in person or by telephone/video with an advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

Name:
Address:
Telephone number:
Email address:

Who held the Level One conference? ________________________________
Date of Level One Conference: ________________________________
Date you received a response to the Level One conference: ________________________________

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

1. Attach a copy of your original Level One complaint and any documentation submitted at Level One.

2. Attach a copy of the Level One response being appealed, if applicable.

Student’s or parent’s signature: ________________________________

Signature of student’s or parent’s representative: ________________________________

Date of filing: ____________________________________________

Complainant, please note:

If you are initiating a formal complaint with the District, please use the Level One form. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refileing is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.
Student/Parent Complaint Form – Level Three Appeal Notice

NOTICE OF APPEAL TO THE SUPERINTENDENT OR DESIGNEE

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, electronic communication, 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).

A person filing a complaint regarding refusal of entry to or ejection from property under the District’s control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See Board Policy GKA]

(Please print.)

Name:________________________________________________________
Address:_______________________________________________________
Telephone number:______________________________________________
Email address:___________________________________________________
Campus:________________________________________________________

If you will be represented in presenting your appeal, please identify the individual or organizations representing you. If the person representing you will participate by telephone or video conference call, please check the box below. The District will inform you if the equipment necessary for telephone or video representation is unavailable.

☐ Representation will be by telephone conference call.
☐ Representation will be by video conference call.

Please note: You must designate a representative who will be participating in person or by telephone/video with an advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

Name:________________________________________________________
Address:_______________________________________________________
Telephone number:______________________________________________
Email address:___________________________________________________
Who held the Level Two conference? 

Date of Level Two Conference: 

Date you received a response to the Level Two conference: 

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

1. Attach a copy of your original Level One complaint and any documentation submitted at Level One, as well as a copy of the Level One decision and your Level Two appeal notice.

2. Attach a copy of the Level Two response being appealed, if applicable.

Student’s or parent’s signature:

Signature of student’s or parent’s representative:

Date of filing:

Complainant, please note:

If you are initiating a formal complaint with the District, please use the Level One form. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.
Student/Parent Complaint Form – Level Four Appeal Notice

NOTICE OF APPEAL TO THE BOARD

To appeal a Level Three decision, or the lack of a timely response after a Level Three conference, please fill out this form completely and submit it by hand delivery, electronic communication, 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).

A person filing a complaint regarding refusal of entry to or ejection from property under the District’s control based on Education Code 37.105 will be permitted to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before reaching the Board. [See Board Policy GKA]

(Please print.)

Name: ___________________________________________________________
Address: _______________________________________________________ 
Telephone number: ______________________________________________
Email address: __________________________________________________
Campus: _______________________________________________________

If you will be represented in presenting your appeal, please identify the individual or organization representing you. If the person representing you will participate by telephone or video conference call, please check the box below. The District will inform you if the equipment necessary for telephone or video representation is unavailable.

☐ Representation will be by telephone conference call.
☐ Representation will be by video conference call.

Please note: You must designate a representative who will be participating in person or by telephone/video with an advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

Name: __________________________________________________________
Address: _______________________________________________________ 
Telephone number: ______________________________________________
Email address: __________________________________________________
Who held the Level Three conference?  

Date of conference:  

Date you received a response to the Level Three conference:  

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

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

If yes, 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.

1. Attach a copy of your original Level One complaint and any documentation submitted at Level One, a copy of the decisions made at Level One and Two, as well as the Level Two and Three appeal notices.

2. Attach a copy of the Level Three response being appealed, if applicable.

Student’s or parent’s signature:  

Signature of student’s or parent’s representative:  

Date of filing:  

Complainant, please note:

If you are initiating a formal complaint with the District, please use the Level One form. The appropriate level administrator or level hearing will be designated to respond to the complaint in accordance with this policy.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.